

FINANCIAL ASSISTANT TRAINEE - CERTIFICATE

Offered at: Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College

Program Plan Number: 5204023139

May be available completely online. Please check with your academic advisor.

Curriculum Effective Spring Semester

Course	Title	Credits
OST 105	Introduction to Information Systems	3
ACT 101 or ACC 201	Fundamentals of Accounting I Financial Accounting	3
OST 110	Word Processing Applications	3
Select one of the following four options:		3
ACT 196	Payroll Accounting	
MAT 105	Business Mathematics	
OST 213	Business Calculations for The Office Professional	
Higher Level Quantitative Reasoning Course		
Total Credits		12