

# FINANCIAL ASSISTANT TRAINEE - CERTIFICATE

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**Offered at:** Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Maysville Community and Technical College

**Program Plan Number:** 5204023139

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

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		
	Higher Level Quantitative Reasoning Course	
<b>Total Credits</b>		<b>12</b>