

# FINANCIAL RECORD KEEPER - CERTIFICATE

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

**Program Plan Number:** 5204023069

**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
Select one of the following two options:		6
ACT 101 & ACT 102	Fundamentals of Accounting I and Fundamentals of Accounting II	
ACC 201 & ACC 202	Financial Accounting and Managerial Accounting	
ACT 279	Computerized Accounting Systems	3
OST 108 or ENG 101	Editing Skills for Office Professionals Writing I	3
OST 110	Word Processing Applications	3
OST 160	Records and Database Management	3
OST 215	Office Procedures	3
OST 240	Advanced Microsoft 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	
<b>Total Credits</b>		<b>30</b>