

FINANCIAL RECORD KEEPER - CERTIFICATE

Offered at: Big Sandy Community and Technical College, Maysville
Community and Technical College

Program Plan Number: 5204023069

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

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	
Total Credits		30