

Accounting Assistant Track CER C003

Office Technology Advanced Certificate

The courses listed below are part of the A.A.S. degree. While completing requirements for an A.A.S. degree, a student can earn the advanced certificate.

- A minimum of 61 hours is needed to apply for A.A.S. graduation.
- A minimum of 33 hours for advanced certificate

To be awarded the certificates and A.A.S. degree, students should contact the Enrollment Services Graduation Office two terms before graduating at graduation@jeffersonstate.edu.

Courses Required CER C003

General Courses (15 hours)

- ENG 101 English Composition I
- MTH 100 or Math 116 or higher-level math course
- Humanities and Fine Arts Elective (AHUM)
- CIS 146 Microcomputer Applications
- ACT 145 Basic Accounting Procedures or BUS 241 Principles of Accounting I (Accounting Track)

Accounting Assistant Track (18 hours)

- OAD 103 Intermediate Keyboarding
- OAD 133 Business Communications
- OAD 125W Word Processing
- OAD 138 Records and Information Management
- CIS 113 Spreadsheet Software Applications (Excel)
- OAD 137 Computerized Financial Recordkeeping

Meeting with a program advisor is highly recommended.



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