

Accounting Technology

Budgets, books, statistics, spreadsheets. Would you be comfortable with any of these terms in your job description? Your career opportunities and potential for advancement in the accounting field multiply greatly with the attainment of this degree. The program prepares you for accounting-related positions in industry, federal, state and local government, and public accounting. Upon completion, you will have a thorough understanding of accounting principles and theory and the ability to apply this knowledge to problem situations.

There are four options within this program:

- **Accounting Technology** A.S. Degree
- **Accounting Technology Management** Technical Certificate
- **Accounting Technology Operations** Technical Certificate
- **Accounting Technology Specialist** Technical Certificate

Students may choose to pursue an A.S. degree and earn technical certificates while completing the requirements for the degree, or pursue one or more certificate programs to develop or upgrade their skills in a particular field. Contact an advisor or counselor to determine the career education path that is best for you.

Accounting Technology Specialist (6221)

Technical Certificate

This Accounting Technology Specialist certificate provides you with an introduction to basic accounting principles, procedures and the preparation, presentation and analysis of business reports. You'll be prepared for employment in positions such as billing clerk, account receivable clerk and payroll clerk. This program can also serve as supplemental training if you're currently in a management position. Completion of the payroll course qualifies you to take the Payroll Certification Examination to be certified as a Certified Payroll Professional (CPP), and/or Fundamental Payroll Certification (FPC), which is given by the American Payroll Association.

Articulations

This certificate articulates directly into the A.S. **Accounting Technology** degree.

Certification and Licensing

Completion of the payroll course qualifies you to take the Payroll Certification Examination to be certified as a Certified Payroll Professional (CPP), and /or Fundamental Payroll Certification (FPC), both of which are given by the **American Payroll Association**.

Cost

Estimated cost of tuition is \$797 (tuition rated for Florida residents, as of 7/07). Contact program manager for additional costs (textbooks, materials, fees).

Need More Information? Contact:

Sandra Beck, Downtown Campus, 904.633.8380

Sheri Litt, Kent Campus, 904.381.3704

Janice Hall, North Campus, 904.766.6705

Phil Petersen, South Campus, 904.646.2096

Curriculum

Course Number and Title	Credits
Professional Courses	
GEB 1011 Introduction to Business	3
ACG 2021 Financial Accounting	4
ENC 1101 English Composition I	3
APA 2501 Payroll Accounting	2

or **CGS 1100** Microcomputer Applications for
Business and Economics (3 cr.)

Credit Hours **12**

Total Credit Hours **12**

Please see the technical certificate **Graduation Requirements**.

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