

# CERTIFICATE: FINANCIAL OFFICE SUPPORT SPECIALIST

Division: Business, Behavioral/Social Sciences, Public & Human Services  
CLA-201 (914) 606-6795

Curriculum  
Code: 0504  
24-26 Credits

### Curriculum Chair

Professor Carolyn Christesen  
CLA-8  
Telephone: (914) 606-6876

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By Chairperson/Dean: \_\_\_\_\_

**The requirements for this certificate are under review. Please contact the curriculum chair for advising during this transaction.**

Course #	SEMESTER 1	Credits	✓
ACC 119	Financial Accounting	4	
OFTEC 212A	Word Processing Applications	3	
OFTEC 217	Business Communications	3	
OFTEC 214B	Office Administration	3	

Course #	SEMESTER 2	Credits	✓
ACC 120	Managerial Accounting	4	
MGT 101	Business Organization and Management	3	
CIS 110	Computer Information Systems	3	
	Open Elective <sup>1</sup>	1-3	

**NOTES:**

Math competency is needed to perform well in the Financial Office Specialist Certificate curriculum.

<sup>1</sup> Student must see the Curriculum Chair for advisement and for approval of elective course.

*Recommended Electives for students planning on continuing with:*

Accounting: MKT 101: Marketing *or* College-Level Math

Business Administration: MKT 101: Marketing *or* CIS 215: Management Information Systems (MIS)

Office Technology: OFTEC 140: Spread Sheet and Data Base Management *or* CIS 215 (MIS)