

CERTIFICATE: FINANCIAL OFFICE SUPPORT SPECIALIST

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

24-26 Credits

Curriculum Chair

Professor Carolyn Christesen
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CLA-8
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Reviewed By: _____

Date: _____

Approved By Chairperson/Dean:

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

Course #	SEMESTER 1	Credits	✓
ACC 119	Financial Accounting	4	
OFTEC 212A	Word Processing Applications	3	
OFTEC 240	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 ¹	1-3	

NOTES:

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

¹ 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)