

CERTIFICATE: FINANCIAL OFFICE SUPPORT SPECIALIST

Division: Business, Behavioral/Social Sciences, Public & Human Services
CLA-201 (914) 606-6963

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 & Management	3	
DP 103	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:

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

Business Administration: MKT 101: Marketing *or* DP 214A: Management Information Systems (MIS)

Office Technology: OFTEC 140: Spread Sheet and Data Base Management *or* DP 214A (MIS)