



Accounting Specialist (Computerized) Short-Term Certificate

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	Student Progress	
	<u>Grade</u>	<u>Term Completed</u>
Area V—Professional, Major and Elective Courses: 25		
• ORI 101 - Orientation to College 1	_____	_____
• ACT 246 - Microcomputer Accounting 3	_____	_____
• ACT 247 - Advanced Accounting Applications on the Microcomputer 3	_____	_____
• ACT 249 - Payroll Accounting 3	_____	_____
• ACT 253 - Individual Income Tax 3	_____	_____
• BUS 241 - Principles of Accounting I 3	_____	_____
• CIS 146 - Microcomputer Applications 3	_____	_____
• CIS 147 - Advanced Micro Applications 3	_____	_____
• OAD 130 - Electronic Calculations 3	_____	_____
 Total Hours Required for Certificate: 25		