

The Technical Certificate (T.C.) in Accounting Technology Operations prepares students for further education and various positions in the accounting field.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> Explore career resources at fscj.edu/student-services/career-development .
<input type="checkbox"/> Meet with your advisor each term.
<input type="checkbox"/> Satisfy the technical certificate graduation requirements.

Certification/Licensing

Completion APA 2501 prepares you to sit for the Fundamental Payroll Certification (FPC) exam, which is given by the American Payroll Association (APA). The FPC is a credential for payroll beginners and service and support professionals with payroll knowledge. Payroll experience is not required to take this exam. For more information about the FPC exam, visit <http://www.americanpayroll.org/certificationcertification-fpcinfo/>. To learn more about the APA, visit <https://www.americanpayroll.org/>.

Articulation

This certificate articulates directly into the Accounting Technology (2201) (A.S.) degree. Contact an advisor to determine the career education path that is best for you.

Advising

(904) 381-3704 or asaccounting@fscj.edu.

Sample Roadmap

This roadmap provides general guidance about required courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog and class schedules for additional information. **Full-time students will refer to the term-by-term recommendations**, and **part-time students will take courses in the order listed**.

A minimum grade of C or higher must be achieved in all professional courses.

Term 1

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	CGS 1100C: Microcomputer Applications for Business and Economics	3	All
<input type="checkbox"/>	GEB 1101: Introduction to Business	3	All
<input type="checkbox"/>	ACG 2021: Financial Accounting	3	All
<input type="checkbox"/>	CGS 2512C: Spreadsheet Concepts and Practices	3	All

Term 2

Note: ACG 2680 is offered in the Fall Term; APA 2501 is offered the Spring and Summer Terms.

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	ACG 2680: Introduction to Forensic Accounting or APA 2501: Payroll Accounting	3	See note above
<input type="checkbox"/>	TAX 2000: Individual Taxes	3	Fall, Spring

Total Program Credit Hours

The **Accounting Technology Operations** T.C. program requires a minimum of 18 credit hours. Total program hours may vary based on the student's individual degree plan. Please see an advisor for individual guidance. This program **is not eligible** for financial aid.

Important for You to Know

This academic roadmap does not include **developmental education courses** in reading, writing, and/or mathematics that you may be required to take. Students who place into developmental education courses are required to complete designated developmental education courses with a grade of C or higher regardless of program of study. In addition, it does not include **MAT 1033: Intermediate Algebra**, which, for many students, is a prerequisite course for MAC 1105.

Program Learning Outcomes

Upon completing this program, students will be able to demonstrate proficiency in the following program learning outcomes:

- Students will communicate information effectively to others.
- Students will apply analytical critical thinking and problem-solving skills to financial information.
- Students will analyze, record, and report financial information for external users in accordance with accounting principles, government regulations, and professional standards.
- Students will analyze and report internal business and financial information to facilitate management of business operations.