

**ACCOUNTING TECHNOLOGY OPERATIONS (18 Credits)****Guided Pathway: Accounting Technology Operations, C.C.C. (FULL TIME).**

For more information, visit [www.fgc.edu](http://www.fgc.edu) and your academic advisor.

Meta-major: **Business**

The **Accounting Technology Operations Certificate (ACTO)** is designed for those students who intend to seek employment in accounting or related fields, or for those in the field wishing to acquire additional skills.

This is the sequence of courses for students interesting in obtaining a certificate in **Accounting Technology Operations**. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Accounting Technology Operations Certificate. Courses that complete the certificate are listed below. As always, visit your academic advisor each semester to help you keep on track for graduation.

This certificate is also embedded in the Accounting Technology Management certificate for students wishing to continue their college career.



**FULL-TIME  
PATHWAY**

**SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS**

<b>SEMESTER 1</b>	<b>ACTION ITEMS</b>
<b>ACG 2021</b> – Introduction to Financial Accounting	<ul style="list-style-type: none"> <li>• Meet with your advisor to confirm academic and career goals by the end of the semester.</li> <li>• At the end of the semester meet with a career advisor/coach to research your career options or associate degree options with a certificate in <b>Accounting Technology Operations</b>.</li> <li>• Begin applying for Financial Aid and Scholarships               <ul style="list-style-type: none"> <li>○ You can start the FAFSA in October for the next academic year. <i>(i.e., in October 2023, you can complete the FAFSA for if you plan to register for classes at a college or university Fall 2024)</i></li> </ul> </li> </ul>
<b>MAN 2021</b> – Principles of Management	
<b>APA 2144</b> – Introduction to Quick Books	
<b>GEB 2214</b> – Business Communications	
<b>TOTAL SEMESTER CREDIT HOURS: 12</b>	
<b>SEMESTER 2</b>	<b>ACTION ITEMS</b>
<b>ACG 2071</b> – Introduction to Managerial Accounting	<ul style="list-style-type: none"> <li>• Meet with your advisor to confirm or update your academic/career pathway and program of study.</li> <li>• After reviewing your final program of study, apply for Graduation.               <ul style="list-style-type: none"> <li>○ Meet with your advisor to apply for graduation for your certificate.</li> <li>○ Sign up for commencement.</li> </ul> </li> <li>• Congratulations, graduate!</li> </ul>
<b>BUL 2241</b> – Business Law I	
<b>TOTAL SEMESTER CREDIT HOURS: 6</b>	
<b>ACTO CERTIFICATE: 18 SEMESTER CREDIT HOURS   PATHWAY TOTAL: 18 CREDIT HOURS</b>	

<sup>i</sup> Degree plans may change in later catalogs. You may use this pathway if you entered the college on or before this date.

<sup>ii</sup> This is not an official degree plan. For official degree requirements, [click here](#).

**ACCOUNTING TECHNOLOGY OPERATIONS (18 Credits)****Guided Pathway: Accounting Technology Operations, C.C.C. (PART TIME).**

For more information, visit [www.fgc.edu](http://www.fgc.edu) and your academic advisor.

Meta-major: **Business**

The **Accounting Technology Operations Certificate (ACTO)** is designed for those students who intend to seek employment in accounting or related fields, or for those in the field wishing to acquire additional skills.

This is the sequence of courses for students interesting in obtaining a certificate in **Accounting Technology Operations**. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Accounting Technology Operations Certificate. Courses that complete the certificate are listed below. As always, visit your academic advisor each semester to help you keep on track for graduation.

This certificate is also embedded in the Accounting Technology Management certificate for students wishing to continue their college career.

**PART-TIME****PATHWAY****SEMESTER BY SEMESTER MAP FOR PART-TIME STUDENTS**

<b>SEMESTER 1</b>	<b>ACTION ITEMS</b>
<b>ACG 2021</b> – Introduction to Financial Accounting	<ul style="list-style-type: none"> <li>• Meet with your advisor to confirm academic and career goals by the end of the semester.</li> <li>• Begin applying for Financial Aid and Scholarships               <ul style="list-style-type: none"> <li>○ You can start the FAFSA in October for the next academic year. <i>(i.e., in October 2023, you can complete the FAFSA for if you plan to register for classes at a college or university Fall 2024)</i></li> </ul> </li> </ul>
<b>MAN 2021</b> – Principles of Management	
<b>TOTAL SEMESTER CREDIT HOURS: 6</b>	
<b>SEMESTER 2</b>	<b>ACTION ITEMS</b>
<b>APA 2144</b> – Introduction to Quick Books	<ul style="list-style-type: none"> <li>• At the end of the semester meet with a career advisor/coach to research your career options or associate degree options with a certificate in <b>Accounting Technology Operations</b>.</li> </ul>
<b>ACG 2071</b> – Introduction to Managerial Accounting	
<b>TOTAL SEMESTER CREDIT HOURS: 6</b>	
<b>SEMESTER 3</b>	<b>ACTION ITEMS</b>
<b>BUL 2241</b> – Business Law I	<ul style="list-style-type: none"> <li>• After reviewing your final program of study, apply for Graduation.               <ul style="list-style-type: none"> <li>○ Meet with your advisor to apply for graduation for your certificate.</li> <li>○ Sign up for commencement.</li> </ul> </li> <li>• Congratulations, graduate!</li> </ul>
<b>GEB 2214</b> – Business Communications	
<b>TOTAL SEMESTER CREDIT HOURS: 6</b>	
<b>ACTO CERTIFICATE: 18 SEMESTER CREDIT HOURS PATHWAY TOTAL: 18 CREDIT HOURS</b>	

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<sup>ii</sup> This is not an official degree plan. For official degree requirements, [click here](#).