

Accounting Diploma (AC12)

DESCRIPTION

The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting diploma program may specialize in payroll, accounts receivable, accounts payable, or inventory management. Graduates will also obtain the skills necessary for entry-level positions such as accounting technicians, bookkeepers, or business office managers. Governmental agencies, small or large businesses, health care providers and education institutions are examples of potential employers for Ogeechee Tech Accounting graduates.

ADMISSIONS CRITERIA

1. Submit a completed application and application fee;
 2. Be at least 16 years of age;
 3. Submit official high school transcript or GED transcript;
 4. Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| TEST | Reading | Writing | Numerical |
|---------|---------|---------|-----------|
| COMPASS | 70 | 32 | 26 |
| SAT | 430 | NA | 400 |
| ACT | 13 | 18 | 17 |

ACCOUNTING DIPLOMA CURRICULUM

The curriculum for the Accounting diploma program is designed for the semester system. A student may enter the program any semester. To graduate, diploma-seeking students must earn a minimum of 42 semester credit hours. The program requires a minimum of 825 contact hours and generally takes 4 semesters to complete.

| Program Courses | Credits |
|---|----------------|
| Basic Skills Courses | 8 |
| ENGL 1010 - Fundamentals of English I | 3 |
| Select one of the following Social/Behavioral Science courses - 2 credits | 2 |
| EMPL 1000 - Interpersonal Relations and Professional Development | |
| PSYC 1010 - Basic Psychology | |
| Select one of the following Math Courses - 3 credits | 3 |
| MATH 1011 - Business Math | |
| MATH 1012 - Foundations of Mathematics | |
| Occupational Courses | 34 |
| ACCT 1100 - Financial Accounting I* (OL) | 4 |
| BUSN 1440 - Document Production (OL) | 4 |
| COMP 1000 - Introduction to Computers* (OL) | 3 |
| ACCT 1105 - Financial Accounting II* (OL) | 4 |

| | |
|--|---|
| Accounting Elective | 3 |
| ACCT 1115 - Computerized Accounting (OL) | 3 |
| ACCT 1120 - Spreadsheet Applications (OL) | 4 |
| Specific Occupational-Guided Elective | 3 |
| ACCT 1125 - Individual Tax Accounting (OL) | 3 |
| ACCT 1130 - Payroll Accounting (OL) | 3 |

*(OL) designation indicates course may be available online during selected semesters. * "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: \$3,870

Books/Supplies: \$1,400

(Costs are estimates and are subject to change.)

TOP 10 REASONS

why OTC is the right choice for you!

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and APPLY online at www.ogecheetech.edu!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

QUESTIONS:

Contact Admissions at 912.688.6994 or via email at enrollmentservices@ogecheetech.edu!

Ogeechee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143D, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.