**Computerized Accounting Specialist Certificate (CAY1)**

**DESCRIPTION**
The Computerized Accounting Specialist technical certificate of credit provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include: principles of accounting, computerized accounting, spreadsheet fundamentals, and basic computers.

**EMPLOYMENT OPPORTUNITIES**
Graduates of the Computerized Accounting Specialist technical certificate of credit program obtain skills necessary for entry-level positions, such as accounting technicians or bookkeepers. Small or large businesses, health care providers and education institutions are examples of potential employers for graduates of the certificate program.

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

<table>
<thead>
<tr>
<th>TEST</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCUPLACER</td>
<td>55</td>
<td>60</td>
<td>34</td>
</tr>
<tr>
<td>COMPASS</td>
<td>70</td>
<td>32</td>
<td>26</td>
</tr>
<tr>
<td>SAT</td>
<td>430</td>
<td>NA</td>
<td>400</td>
</tr>
<tr>
<td>ACT</td>
<td>13</td>
<td>12</td>
<td>17</td>
</tr>
</tbody>
</table>

**COMPUTERIZED ACCOUNTING SPECIALIST CERTIFICATE CURRICULUM**
The curriculum for the Computerized Accounting Specialist technical certificate of credit program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 21 semester credit hours. The program requires a minimum of 435 contact hours and generally takes 2 semesters to complete.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100 - Financial Accounting I* (OL)</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1120 - Spreadsheet Applications (OL)</td>
<td>4</td>
</tr>
<tr>
<td>COLL 1010 – College and Career Success Skills (OL)</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1105 – Financial Accounting II (OL)</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1115 – Computerized Accounting (OL)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**PROGRAM COSTS**
- Tuition/Fees: $2,605
- Books/Supplies: $600

*(Costs are estimates and are subject to change.)*

**GAINFUL EMPLOYMENT**
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.ogeecheetech.edu/gainful_employment](http://www.ogeecheetech.edu/gainful_employment).
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.ogeecheetech.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@ogeecheetech.edu!

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Kelli Waters, Title IX Coordinator, Office 193, Joseph E. Kennedy building, (912) 871-1885; Sabrina Burns, Section 504 Coordinator, Office 189, Joseph E. Kennedy building, (912) 486-7211; One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.