



## Computerized Accounting Specialist Certificate (CAY1)

### Description

The Computerized Accounting Specialist Technical Certificate of Credit program 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:

Test	Reading	Writing	Numerical	Algebra
Accuplacer	55	60	34	NA
Accuplacer (Next Gen)	224	236	229	NA
Compass	70	32	26	NA
SAT	16	15	18	NA
SAT	270	280	310	NA
ACT	14	13	14	NA
ASSET	37	38	32	NA
PSAT	16	15	18	NA
GED	NA	145	145	NA
TABE	461	NA	442	NA

### 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.

Program Courses	Credits
<b>Occupational Courses</b>	<b>21</b>
ACCT 1100 Financial Accounting I* (OL)	4
ACCT 1105 Financial Accounting II* (OL)	4
ACCT 1115 Computerized Accounting (OL)	3
ACCT 1120 Spreadsheet Applications (OL)	4
COLL 1010 College and Career Success Skills* (OL)	3
Elective	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: \$2,470

Books/Supplies: \$600

*(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.ogeecheetech.edu](http://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](mailto:enrollmentservices@ogeecheetech.edu)!

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