

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

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	12	17

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.

<u>Program Courses</u>	<u>Credits</u>
ACCT 1100 - Financial Accounting I* (OL)	4
ACCT 1120 - Spreadsheet Applications (OL)	4
COMP 1000 - Introduction to Computers* (OL)	3
ACCT 1105 - Financial Accounting II (OL)	4
ACCT 1115 - Computerized Accounting (OL)	3
Elective -- 3 hrs	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: \$1935

Books/Supplies: \$450

(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.