



Office Accounting Specialist Certificate (OA31)

Description

The Office Accounting Specialist Technical Certificate of Credit provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting and basic computer skills.

Employment Opportunities

Graduates of the Office Accounting Specialist certificate program obtain skills necessary for entry-level positions, such as accounting technicians or bookkeepers.

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	36	30	23	NA
Accuplacer (Next Gen)	218	222	223	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

Office Accounting Specialist Certificate Curriculum

The curriculum for the Office Computerized Accounting Specialist Certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 14 semester credit hours. The program requires a minimum of 300 contact hours and generally takes 2 semesters to complete.

Program Courses	Credits
Occupational Courses	14
COLL 1010 College and Career Success Skills* (OL)	3
ACCT 1100 Financial Accounting I* (OL)	4
ACCT 1105 Financial Accounting II* (OL)	4
ACCT 1115 Computerized 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: \$1,770

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!
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!

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