

Office Accounting Specialist OA31

Type

Technical Certificate of Credit

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

Required Courses — 14.00 Hours

Item #	Name	Credits
COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
	Minimum Credit Hours for Graduation	14