

Office Accounting Specialist OA31

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

Program: [Accounting](#)

Type: Technical Certificate of Credit

Location: Jesup,Waycross,Baxley

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:
No
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

Required Courses

Item #	Title	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