

# Office Accounting Specialist Certificate Program OA31

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 14 Hours

- ACCT 1100 *Financial Accounting I (4)*
- COMP 1000 *Introduction to Computers (3)*
- ACCT 1105 *Financial Accounting II (4)*
- ACCT 1115 *Computerized Accounting (3)*

### Total: 14 Hours

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

2 Semesters

Campus Availability: Oakwood, Forsyth, Barrow, Online.

### Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.  
*(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)*
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

### Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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