

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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<http://www.laniertech.edu/GE.aspx>