



Office Accounting Specialist Certificate (OA31)- 14 Credit Hours

Program Description:

The Office Accounting Specialist certificate program provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting, and basic computer skills. Graduates may be employed as entry-level accounting assistants. Starting salaries are approximately \$30,000 per year. This certificate is eligible for State Aid only.

Contact:

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Website:

<https://www.westgatech.edu/program-explorer/business-healthcare-management/accounting/>

Pre-Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> Learner Supplies- Basic calculator, Access to a computer with Internet Connection: 3 Mbps or higher, Adobe Reader 11.0 or higher, Windows PC: Windows 10, Intel Core i5 or comparable processor (2015 or newer) with at least 4 GB of RAM. Mac: OS X "Panther" 10.13 or newer GPA 2.0 or higher 					
Set the Track, Start the Track, Stay on Track					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		CISM 2201 Foundations of Computer Applications	ALL	3	None
		ACCT 1100 Financial Accounting I	ALL	4	Program Admission
				7	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		ACCT 1105 Financial Accounting II	ALL	4	ACCT 1100 prerequisite grade of C or greater
		ACCT 1115 Computerized Accounting	FA,SP	3	ACCT 1100 and CISM 2201 prerequisite grade of C or greater
				7	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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