



Computerized Accounting Specialist Certificate (CAY1)- 21 Credit Hours

Program Description:

The Computerized Accounting Specialist certificate program provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers. Graduates may be employed as entry-level accounting assistants. Starting salaries are approximately \$30,863 per year. This certificate is eligible for State Aid only.

Contact:

Marschell Davidson, Accounting Program Chair
 706-756-4584
 marschell.davidson@westgatech.edu

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	
		ACCT 1100 Financial Accounting I	ALL	4	
		ACCT XXXX Accounting Elective	ALL	3	See course descriptions course descriptions
				10	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
		BUSN 1410 Spreadsheet Concepts and Applications	ALL	4	CISM 2201 prerequisite grade of C or greater
				11	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>

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182