

Accounting - Office Accounting Specialist

The Office Accounting Specialist certificate is designed to provide basic entry-level accounting skills.

Career Opportunities

Graduates may be employed as an entry-level accounting assistant.

Credit Required for Completion: 18 credit hours

	Program Courses	Credits
_____	ACC 1101 Principles of Accounting I	6
_____	ACC 1102 Principles of Accounting II	6
_____	ACC 1104 Computerized Accounting	3
_____	SCT 100 Introduction to Microcomputers	3