

OA3I: Accounting - Office Accounting Specialist (replaces 5AYI: Office Accounting Specialist in the Quarter System)

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

Career Opportunities

Graduates may be employed as entry-level accounting assistants.

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ACCT 1100	Financial Accounting I	4
_____	ACCT 1105	Financial Accounting II	4
_____	ACCT 1115	Computerized Accounting	3
_____	COMP 1000	Introduction to Computers	3