

**School of Business and Public Services**

# Office Accounting Specialist OA31—14 Credit Hours

**Program Chair:** [ginger.dennis@westgatech.edu](mailto:ginger.dennis@westgatech.edu)

*Courses may rotate among the following locations: Carroll, Coweta, LaGrange and Online*

<input type="checkbox"/>	<p><b>**Learning Support Courses</b> (refer to Admissions evaluation). Examples include: ENGL 0998 and MATH 0090. Not available online; courses must be completed on campus if student is provisional and not regular status.</p> <p style="text-align: center;"><i>These courses are not calculated into students' institutional GPA. Learning support courses are individually assigned based on admissions testing results and program requirements. 0096 courses must be completed with the Adult Education department before starting college program—contact Admissions for questions regarding evaluations.</i></p>			
Complete	Occupational Course Number (credits)	Course Name	Pre-requisite	Notes
<input type="checkbox"/>	**ACCT 1100 (4)	Financial Accounting I	Regular Status (all learning support complete or no learning support required)	
<input type="checkbox"/>	ACCT 1105 (4)	Financial Accounting II	ACCT 1100	
<input type="checkbox"/>	ACCT 1115 (3)	Computerized Accounting	ACCT 1100 and CISM 2201	
<input type="checkbox"/>	**CISM 2201 (3)	Foundations of Computer Applications	None	

Credits for ACCT courses other than [ACCT 2140](#) and [ACCT 2145](#) are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

This program is eligible for State Aid only. Contact the Financial Aid office for eligibility requirements and application materials.

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, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

**\*\*First term suggestion:** All assigned learning support or ACCT 1100 and CISM 2201.

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