



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:

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

Website:

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

Campus:

Courses may rotate among Online, Carroll, Coweta, and LaGrange

Set the Track, Start the Track, Stay on Track

*Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer
Students must earn a grade of C or higher in all prerequisite courses.*

✓	Grade	Semester 1	S	CR	Notes & Milestones
		CISM 2201 Foundations of Computer Applications	ALL	3	
		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	Prerequisite ACCT 1100
		ACCT 1115 Computerized Accounting	FA, SP	3	Prerequisite ACCT 1100, CISM 2201
				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.

Note: If a course is full or unavailable when you attempt to register, please select an available course, given you have satisfied the required prerequisite.

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

Financial Aid by Program: <https://www.westgatech.edu/financial-aid/types-of-aid/>

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Assistant Vice President of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, vgtcHR@westgatech.edu.