



## Office Accounting Specialist Certificate (OA31)- 14 Credit Hours

**Program Description:**

The Office Accounting Specialist 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:**

**Kwabena Banahene D.B.A.**  
**Program Coordinator**  
 770-467-6040  
 kwabena.banahene@sctech.edu

**Website:**

<https://sctech.smartcatalogiq.com/en/current/catalog/business-programs/oa31-office-accounting-specialist-technical-certificate-of-credit>

Pre-Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> <li>• GPA 2.0 or higher</li> </ul>					
<i>S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ACCT 1100 Financial Accounting I	ALL	4	Program Admission
		COLL 1500 Student Success -OR- COMP 1000 Introduction to Computer Literacy	ALL	3	
				<b>7</b>	<b>Program Semester Hours</b>
✓	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 COMP 1000 prerequisite grade of C or greater
				<b>7</b>	<b>Program Semester Hours</b>
Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information.					

**Employment Opportunities:** <https://www.sctech.edu/career-services/>

**Articulation Agreements:** <https://sctech.smartcatalogiq.com/current/catalog/articulation-agreements-between-southern-crescent-technical-college-and-other-colleges>

**Financial Aid by Program:** <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

Southern Crescent Technical College does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability. The following persons has been designated to manage inquiries regarding the non-discrimination policies: Eben Risper, Title IX Coordinator for the Griffin Campus, Henry County Center, and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, [eben.risper@sctech.edu](mailto:eben.risper@sctech.edu), 770-228-7382; Teresa Brooks, ADA/Section 504 Coordinator for the Griffin Campus, Henry County Center and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, [teresa.brooks@sctech.edu](mailto:teresa.brooks@sctech.edu), 770-228-7258; Mary Jackson, Title IX and ADA/Section 504 Coordinator for the Flint River Campus, Butts County Center and Jasper County Center, 1533 Highway 19 South, Thomaston, GA 30286, [mary.jackson@sctech.edu](mailto:mary.jackson@sctech.edu), 706-646-6224.