

Office Accounting Specialist (OA31)

Certificate eMap

This eMap, along with regular meetings with your program advisor and using DegreeWorks, will help you remain on track to finish your program as quickly as possible and graduate from Georgia Northwestern Technical College. This eMap is intended to be used when beginning the program in Fall semester. Starting the program in Spring or Summer semesters may alter the suggested courses or course availability. This pathway is based on the 2025-2026 academic year.



1st set of suggested courses

Course		Hours	Completed
ACCT 1100	Financial Accounting I	4	☐
COMP 1000	Introduction to Computer Literacy	3	☐

2nd set of suggested courses

Course		Hours	Completed
ACCT 1105	Financial Accounting II Prerequisite: ACCT 1100	4	☐
ACCT 1115	Computerized Accounting Prerequisite: ACCT 1100 and COMP 1000	3	☐

Total Credit Hours: 14 Minimum Credit Hours Required to Complete Certificate

Office Accounting Specialist Certificate Planning Notes:

- Classes for this Certificate are offered at the Floyd County Campus and Walker County Campus. Schedules for each campus may vary.
- Program Advisor for OA31 is Ashley Baugh, abaugh@gntc.edu for FCC and GCC; and Brad Jones bjones@gntc.edu for CCC and WCC

Additional information for the Office Accounting Specialist Certificate and program requirements can be found at [2026-2027 Catalog](#).