

Accelerated Accounting Less than One Year Certificate

Minimum 29 credits. Students must meet all certificate requirements.

Certificate Outcomes

- Students who successfully complete the One-Year Accounting Certificate will develop basic skills and introductory knowledge appropriate for entry-level bookkeeping and accounting positions.

Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should contact their a student success coach for potential substitution options. Students who can touch type more than 40 words per minute should substitute an approved business elective.

To satisfy graduation requirements for all business degrees and certificates, students must earn a letter grade of "C" or better for all BA courses.

LESS-THAN-ONE-YEAR (12-44 CREDITS) CERTIFICATE REQUIREMENTS

1. At least 6 credits must be earned at OCCC, all of which must apply to the certificate requirements.
2. The final 6 credits that apply to the certificate must be earned at OCCC; the department chair may waive this requirement if the student can demonstrate currency in the field.

[Business Administration](#)
Certificate

Accelerated Accounting Certificate Courses

Item #	Title	Credits
BA 111	Introduction to Accounting	3
BA 177	Payroll Accounting	3
BA 211Z	Principles of Financial Accounting	4
BA 228	Computer Accounting Applications	3
CAS 133	Basic Computer Skills/Microsoft Office	4
	CAS 170 or CAS 171	3
	CAS 216 or CAS 217	3
	WR 90 or WR 115 or WR 121	3-4
	3 Credits Business Program Electives	3
	Total Credits	29-30