

# Entry-Level Accounting Career Pathway Certificate

Minimum 14 credits. Students must meet all certificate requirements. The Entry-Level Accounting Clerk Certificate is a Career Pathway. All courses are contained in the Accounting AAS Degree.

## Certificate Outcomes

- Analyze, record, and report accounting information
- Communicate effectively with business professionals.
- Use applicable technology available in accounting practice.

### 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

## Entry-Level Accounting Courses

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BA 101Z	Introduction to Business	4
BA 111	Introduction to Accounting	3
BA 228	Computer Accounting Applications	3
CAS 133	Basic Computer Skills/Microsoft Office	4
	Total Credits	14