

# ACCOUNTING, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible  
Banner Code: 1\_CT\_ACCT  
Control Number: 22371

The Accounting certificate program contains coursework in financial and managerial accounting, computerized accounting, and intermediate, tax, and cost accounting. Completing the program will provide students with the skills necessary for employment in a variety of accounting positions. Career opportunities include: accounts payable/receivable specialist, cost accountant, disbursement specialist, full charge bookkeeper, general ledger specialist, junior accountant, payroll specialist, senior accountant, and tax staff.

## Program Outcomes

1. Demonstrate various activities performed in the accounting function of industry, apply comprehensive accounting skills, utilize technical knowledge, and display ethical behaviors and practices.
2. Demonstrate technical knowledge of accounting related topics that provide major course transfer to a four-year institution.

## Certificate of Achievement Requirements

The Certificate of Achievement is a state-approved career program that requires a minimum of eight units and is designed to prepare the graduate to enter a particular field of employment. In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. At least 3 units in an advanced course from the certificate must be completed at OCC at the department's discretion. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing their final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog. Check with a counselor to determine the requirements for completion.

A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog.

Course	Title	Units
<b>Year 1</b>		
<b>Semester 1</b>		
ACCT A101	Financial Accounting	4
BUS A100 or BUS A100H	Introduction to Business or Introduction to Business Honors	3
CIS A111	Introduction to Computer Information Systems	3
<b>Units</b>		<b>10</b>
<b>Semester 2</b>		
ACCT A102	Managerial Accounting	4
ACCT A110	Excel for Accounting and Finance	3
<b>Units</b>		<b>7</b>
<b>Semester 3</b>		
ACCT A212	Intermediate Accounting 1	3
BUS A139	Business Communication	3
<b>Units</b>		<b>6</b>

Course	Title	Units
<b>Semester 4</b>		
ACCT A111 or ACCT A116	Individual Income Tax or Business Taxation	3
ACCT A210	Cost Accounting	3
ACCT A213	Intermediate Accounting 2	3
ACCT A218	Auditing	3
<b>Units</b>		<b>12</b>
<b>Total Units</b>		<b>35</b>