

BOOKKEEPING, CERTIFICATE

Prepares students to work with and manage an organization's financial accounts, including recording and analyzing financial information, preparing financial reports for management, and processing payroll.

For more information about Accountancy, please visit the program page (<http://www.cod.edu/accounting/>).

Certificate Requirements

Field of Study Code: ACCOU.CER.BKKP

Code	Title	Credits
BUSIN 1100	Introduction to Business	3
ACCOU 1110	Accounting Procedures	3-4
or ACCOU 2140	Financial Accounting	
ACCOU 1160	Payroll Accounting	3
ACCOU 1176	QuickBooks Online	2
CIS 1221	Data Analysis with Spreadsheets	3
Total Credits		14-15