

# PARAPROFESSIONAL ACCOUNTANT, CERTIFICATE

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The Paraprofessional Accountant Certificate prepares students for managerial positions in bookkeeping, accounting, payroll, or tax preparation services under the direction of a Certified Public Accountant.

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

## Certificate Requirements

Field of Study Code: ACCOU.CER.PARA

Code	Title	Credits
<b>Program Requirements</b>		
BUSIN 1100	Introduction to Business	3
ACCOU 1160	Payroll Accounting	3
ACCOU 1176	QuickBooks Online	2
ACCOU 2140	Financial Accounting	4
ACCOU 2160 or CIS 1221	Introductory Data Analytics for Accounting Data Analysis with Spreadsheets	3
ACCOU 2200	Income Tax Return Preparation	3
ACCOU 2205	Federal Taxation I	3
<b>Total Credits</b>		<b>21</b>