

# Accountancy

## Certificates

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

**Field of Study Code: ACCOU.CER.PARA**

**Total Credits Required ..... 28 to 30**

**Program Requirements.....23**

Accou 1160	Payroll Accounting.....	3
Accou 1175	Accounting with QuickBooks.....	3
Accou 2140	Financial Accounting.....	4
Accou 2150	Managerial Accounting.....	4
Busin 1100	Introduction to Business.....	3
Cis 1221	Introduction to Spreadsheets.....	3
Ofti 1200	MS Office for Professional Staff.....	3

**Program Electives ..... 5 to 7**

Select two of the following courses:

Accou 1176	Quickbooks Online.....	2
Accou 2160	Introductory Data Analytics for Accounting....	3
Accou 2200	Income Tax Return Preparation.....	3
Accou 2201	Income Tax Preparation II.....	3
Accou 2205	Federal Taxation I.....	3
Accou 2251	Cost Accounting.....	4

The **Advanced Accounting Certificate** is designed for CPA Examination candidates who have already earned a baccalaureate degree. The Advanced Accounting certificate requires a minimum of 30 credits in the courses listed below.

**Field of Study Code: ACCOU.CER.ADV**

**Total Credits Required ..... 30 to 32**

**Program Requirements.....25**

Accou 2140	Financial Accounting.....	4
Accou 2150	Managerial Accounting.....	4
Accou 2205	Federal Taxation I.....	3
Accou 2206	Federal Taxation II.....	3
Accou 2241	Intermediate Accounting I.....	4
Accou 2242	Intermediate Accounting II.....	4
Accou 2271	Auditing I.....	3

**Program Electives ..... 5 to 7**

Select two courses from the list below.

Accou 2251	Cost Accounting.....	4
Accou 2260	Advanced Accounting.....	3
Accou 2265	Governmental and Not-for-Profit Accounting.....	3
Accou 2272	Auditing II.....	3
Accou 2290	Accounting Research.....	3

The **Bookkeeping certificate** provides skills to record the financial transactions of a business.

**Field of Study Code: ACCOU.CER.BKBP**

**Total Credits Required ..... 18 to 19**

Accou 1110	Accounting Procedures.....	3
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**OR**

Accou 2140	Financial Accounting.....	4
Accou 1160	Payroll Accounting.....	3
Accou 1175	Accounting with QuickBooks.....	3
Busin 1100	Introduction to Business.....	3
Cis 1221	Introduction to Spreadsheets.....	3
Ofti 1200	MS Office for Professional Staff.....	3

### Contact Information:

If you are considering this program as an area of study, please contact the **Business & Applied Technology Division** office at 630-942-2592.

### Program web site:

<http://www.cod.edu/academics/programs/accounting/>