

# OAD 136: Advanced Financial Record Keeping

This course focuses on in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to prepare and manage financial records and information.

**Credits:** 3

**Transfer Code:** Code C

**Lab Hours:** 0

**Lecture Hours:** 3

**Program:** Office Administration

**Semester Offered:**

Summer