

OAD 135: Financial Record Keeping

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Program: [Office Administration](#)