

BOOKKEEPING - CERTIFICATE OF COMPLETION

OTEC 2999	Office Technology Capstone	3
Credits		12
Total Credits		24

Doña Ana Community College 2026-2027 Catalog

Students must achieve a cumulative grade-point average of 2.0 with a final grade of C- or better in all required OATS courses.

Important information about the educational debt, earnings, and completion rates of students who attend this program can be found on the following <https://consumerinfo.nmsu.edu/gainful-employment/index.html> (<https://consumerinfo.nmsu.edu/gainful-employment/>).

Prefix	Title	Credits
BUSA 1180	Business Mathematics	3
ACCT 1115	Accounting Principles I	3
ACCT 1120	Accounting Principles II	3
ACCT 2170	Payroll Accounting	3
ACCT 1410	Personal Tax Preparation	3
BCIS 1215	Introduction to MS Excel I	3
QuickBooks		3
ACCT 1150	QuickBooks	
OTEC 2999	Office Technology Capstone	3
Total Credits		24

Bookkeeping Simulation requires completion/concurrent enrollment in ACCT 1115 Accounting Principles I, ACCT 1120 Accounting Principles II, ACCT 2170 Payroll Accounting, ACCT 1150 QuickBooks & ACCT 1410 Personal Tax Preparation.

The contents of this roadmap may vary depending on initial student placement in mathematics. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must achieve a cumulative grade-point average of 2.0 with a final grade of C- or better in all required OATS courses.

Students must complete all University certificate requirements to total at least 24 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

First Year

Fall		Credits
BUSA 1180	Business Mathematics	3
ACCT 1115	Accounting Principles I	3
ACCT 2170	Payroll Accounting	3
BCIS 1215	Introduction to MS Excel I	3
Credits		12
Spring		
ACCT 1120	Accounting Principles II	3
ACCT 1410	Personal Tax Preparation	3
QuickBooks		3
ACCT 1150	QuickBooks	