

BOOKKEEPING - CERTIFICATE OF COMPLETION

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		Credits
ACCT 1120	Accounting Principles II	3
ACCT 1410	Personal Tax Preparation	3
QuickBooks		3
ACCT 1150	QuickBooks	3
OTEC 2999	Office Technology Capstone	3
Credits		12
Total Credits		24