

**Business Office Management & Technology - Bookkeeping/Accounting  
 Short-Term Certificate  
 M.A.P.**

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
<b>Semester 1</b> 9 credit hours	OAD 101    Beginning Keyboarding	Fall, Spring, Summer	3
	OAD 138    Records/Information Management	Fall, Spring, Summer	3
	MTH 100    Intermediate College Algebra	Fall, Spring, Summer	3
<b>Semester 2</b> 9 credit hours	OAD 103    Intermediate Keyboarding	Fall, Spring, Summer	3
	OAD 125    Word Processing	Fall, Spring, Summer	3
	OAD 243    Spreadsheet Applications	Fall, Spring, Summer	3
<b>Semester 3</b> 3 credit hours	OAD 218    Office Procedures	Fall, Spring, Summer	3
<b>Semester 4</b> 3 credit hours	BUS 241    Principles of Accounting I	Fall, Spring, Summer	3
<b>Semester 5</b> 3 credit hours <b>Bookkeeping/ Accounting STC Achieved</b>	OAD 219    Accounting Concepts and Applications	Spring	3

\*Course(s) may be offered in additional semesters, but are only assured to run in semester(s) indicated. It is **highly** recommended for course(s) to be completed in the semester(s) indicated.

Part-time and full-time students desiring to begin the program of study during a spring or summer semester should consult with an academic advisor to establish an alternate degree completion pathway.