

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

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
Semester 1 14 credit hours	OAD 101 Beginning Keyboarding	Fall, Spring, Summer	3
	OAD 138 Records/Information Management	Fall, Spring, Summer	3
	MTH 100 <i>or</i> Intermediate College Algebra <i>or</i> MTH 116 Mathematical Applications	Fall, Spring, Summer	3
	ENG 101 English Composition I	Fall, Spring, Summer	3
	ORI 101 Orientation to College	Fall, Spring, Summer	2
Semester 2 12 credit hours <i>Microsoft Office Applications Specialist STC Achieved</i>	OAD 103 Intermediate Keyboarding	Fall, Spring, Summer	3
	OAD 125 Word Processing	Fall, Spring, Summer	3
	OAD 126 Advanced Word Processing	Fall, Spring	3
	OAD 243 Spreadsheet Applications	Fall, Spring, Summer	3
Semester 3 6 credit hours	OAD 218 Office Procedures	Fall, Spring, Summer	3
	SPH 106 <i>or</i> Fundamentals of Oral Communication <i>or</i> SPH 107 Fundamentals of Public Speaking	Fall, Spring, Summer	3
	BUS 241 Principles of Accounting I	Fall, Spring, Summer	3
Semester 4 9 credit hours	BUS 242 Principles of Accounting II	Fall, Spring, Summer	3
	OAD 231 Office Applications	Fall, Spring	3
	ECO 232 Principles of Microeconomics	Fall, Spring, Summer	3
Semester 5 9 credit hours <i>Bookkeeping/ Accounting Certificate Achieved</i>	OAD 219 Accounting Concepts and Applications	Spring	3
	OAD 242B Office Internship - Bookkeeping/Accounting	Fall, Spring, Summer	3
	Total Hours		

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

Part-time students 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.