



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

Semester	Suggested Courses		Semester(s) Offered*	Credit Hrs.
Semester 1 6 credit hours	OAD 101	Beginning Keyboarding	Fall, Spring, Summer	3
	OAD 138	Records/Information Management	Fall, Spring, Summer	3
Semester 2 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
Semester 3 3 credit hours	OAD 218	Office Procedures	Fall, Spring, Summer	3
Semester 4 3 credit hours	BUS 241	Principles of Accounting I	Fall, Spring, Summer	3
Semester 5 3 credit hours <i>Bookkeeping/ Accounting STC Achieved</i>	OAD 219	Accounting Concepts and Applications	Spring	3
Total Hours				24

*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.