

Business Education & Office Administration - Accounting Applications

Program: Business Education & Office Administration

OPTION III - ACCOUNTING APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

| Item # | Title | Credits |
|---------------|--------------------------------|----------------|
| OAD 138 | Records/Information Management | 3 |
| BUS 241 | Principles of Accounting I | 3 |
| BUS 150 | Business Math | 3 |
| | Sub-Total Credits | 9 |

2nd Semester

| Item # | Title | Credits |
|---------------|----------------------------------|----------------|
| OAD 137 | Computer Financial Recordkeeping | 3 |
| BUS 242 | Principles of Accounting II | 3 |
| BUS 248 | Managerial Accounting | 3 |
| | Sub-Total Credits | 9 |

3rd Semester

| Item # | Title | Credits |
|---------------|-----------------------------------|----------------|
| OAD 243 | Spreadsheet Applications | 3 |
| OAD 136 | Advanced Financial Record Keeping | 3 |
| | Sub-Total Credits | 6 |
| | Total credits: | 24 |