

Business Education & Office Administration - Accounting Applications

Program: Business Education & Office Administration

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	Computerized Financial Record Keeping	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