

BOOKKEEPING - CERTIFICATE OF COMPLETION

OATS 270	Office Administration Technology Capstone	0-3
Credits		9-12
Total Credits		21-24

Doña Ana Community College 2024-2025 Catalog (21-24 Credits)

Students must achieve a cumulative grade-point average of 2.0 with a final grade of C- or better in all required OATS courses.

Important information about the educational debt, earnings, and completion rates of students who attend this program can be found on the following <https://consumerinfo.nmsu.edu/gainful-employment/index.html> (<https://consumerinfo.nmsu.edu/gainful-employment/>).

Prefix	Title	Credits
OATS 106	Business Mathematics (or other math course with MATH prefix)	3
OATS 120	Accounting Procedures I	3
OATS 121	Accounting Procedures II	3
OATS 140	Payroll Accounting	3
OATS 205	Accounting Software I	3
OATS 215	Spreadsheet Applications	3
OATS 244	Tax Preparation	3
OATS 270	Office Administration Technology Capstone	0,3
Total Credits		21-24

Bookkeeping Simulation requires completion/concurrent enrollment in OATS 120 Accounting Procedures I, OATS 121 Accounting Procedures II, OATS 140 Payroll Accounting, OATS 205 Accounting Software I, & OATS 244 Tax Preparation.

The contents of this roadmap may vary depending on initial student placement in mathematics. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must achieve a cumulative grade-point average of 2.0 with a final grade of C- or better in all required OATS courses.

Students must complete all University certificate requirements to total at least 24 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

First Year		
Fall		Credits
OATS 106	Business Mathematics (or other math course with MATH prefix)	3
OATS 120	Accounting Procedures I	3
OATS 140	Payroll Accounting	3
OATS 215	Spreadsheet Applications	3
Credits		12
Spring		
OATS 121	Accounting Procedures II	3
OATS 205	Accounting Software I	3
OATS 244	Tax Preparation	3