BOOKKEEPING - CERTIFICATE OF COMPLETION

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