

Accounting: Entry-Level Bookkeeper Certificate of Achievement Coursework Roadmap

Instructions:

Complete the 16 units outlined below. Be sure to work with a counselor to assure completion of this certificate.

Semester One:

1. Take BUSAD 300.
2. Take BUSAD 310.
3. Take OFADM 330.

Semester Two:

4. Take BUSAD 320.
5. Take BUSAD 200.
6. Take BUSAD 203.

Course Selections:

Units Term

1. BUSAD 300	<u> 2 </u>	_____
2. BUSAD 310	<u> 3 </u>	_____
3. OFADM 330	<u> 3 </u>	_____
4. BUSAD 320	<u> 3 </u>	_____
5. BUSAD 200	<u> 2 </u>	_____
6. BUSAD 203	<u> 3 </u>	_____
Expected Term of Completion	<u> 16 </u>	_____