

# Accounting: Full-Charge Bookkeeper Certificate of Achievement Coursework Roadmap

**Instructions:**

Complete the 29 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 BUSAD 350.
4. Take BUSAD 200.
5. Take OFADM 316
6. Take OFADM 256

**Semester Two:**

4. Take BUSAD 201.
5. Take BUSAD 203.
6. Take BUSAD 320.
5. Take BUSAD 319.
6. Take BUSAD 336.

**Course Selections:**

Units                      Term

1. BUSAD 300	<u>  2  </u>	_____
2. BUSAD 310	<u>  3  </u>	_____
3. BUSAD 350	<u>  3  </u>	_____
3. BUSAD 200	<u>  2  </u>	_____
3. OFADM 316	<u>  1  </u>	_____
3. OFADM 256	<u>  1  </u>	_____
4. BUSAD 201	<u>  4  </u>	_____
5. BUSAD 203	<u>  3  </u>	_____
6. BUSAD 320	<u>  3  </u>	_____
5. BUSAD 319	<u>  3  </u>	_____
6. BUSAD 336	<u>  4  </u>	_____
<b>Expected Term of Completion</b>	<u> 29 </u>	_____