



Accounting Completion Outline

(Recommended Order—Schedule assumes student begins in Fall semester.)

1st Semester

_____	CIS 146	Microcomputer Applications	Fall, Spring, Summer
_____	ENG 101	English 101	Fall, Spring, Summer
_____	OAD 103	Intermediate Keyboarding†	Fall, Spring, Summer
_____	OAD 110	Navigating Windows††	Fall, Spring, Summer
_____	OAD 138	Records Management	Fall
_____	ORI 101 or 103	Orientation	Fall, Spring, Summer

2nd Semester

_____	BUS 215	Business Communications	Spring
_____	BUS 241	Principles of Accounting I	Fall, Spring, Summer
_____	OAD 125	Microsoft Word	Fall, Spring, Summer
_____	OAD 243	Microsoft Excel	Fall, Spring, Summer
_____	MTH 116 or 100	Mathematical Applications†††	Fall, Spring, Summer

Summer I Course(s)

_____	BUS 263	Social/Legal Environment of Business	Fall, Spring, Summer
_____	OAD 231	Office Applications	Summer
_____	OAD 246	Office Graphics & Presentations	Summer

3rd Semester

_____	OAD 233	Trends in Office Technology	Fall
_____	BUS 242	Principles of Accounting II	Fall, Spring, Summer
_____	OAD 244	Microsoft Access	Fall, Spring
_____	_____	ENG 102 or SPH 106	Fall, Spring, Summer
_____	_____	History, Social Science Elective	Fall, Spring, Summer

4th Semester

_____	OAD 137	Electronic Financial Recordkeeping	Spring
_____	OAD 218	Office Procedures	Spring
_____	OAD 247	Microsoft Excel II	Spring
_____	_____	Natural Science or Mathematics Elective	Fall, Spring, Summer
_____	_____	Humanities/Fine Arts Elective	Fall, Spring, Summer

Summer II Course(s)

May opt to take one or more of above courses here.

- † Beginning Keyboarding (OAD101) is required for students with speed of less than 40 wpm.
- †† Navigating Windows is required for students without basic computer skills.
- ††† MTH 116 not offered online.