

Career Plan of Study

Accounts Payable/Receivable Clerk- 1050 hours

Accounting

Student Name _____

Date _____

Student Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

Student Status Secondary Post-Secondary

This plan of study should serve as a guide, along with other career planning materials, as you continue your career path.

Major Courses	Date Completed	Hours	Major Courses	Date Completed	Hours
BT00182 – Fundamentals of Technology (1 OK Promise credit)		136	BT00035 – Computerized Accounting (1 OK Promise credit)		120
BMAC 101 - Computer Fundamentals I**			BMAF 400 – QuickBooks I		
BMAC 201 – Computer Fundamentals II			BMAF 401 – QuickBooks II		
BT00014 - Fund of Admin Tech (1 OK Promise credit)		204	BT00013– Accounting II		120
BMAC 001 - Telephone Etiquette			BMAF 202 - Fundamental Accounting III		
BMAC 102 - MS Word**			BMAF 203 - Fundamental Accounting IV		
BMAC 104 - MS Excel**			BT00119– Payroll Accounting		120
BMAC 103 - Office Procedures			BMAF 300 - Payroll Accounting I		
BT00011 – Accounting I		230	BMAF 301 - Payroll Accounting II		
BMAF 100 - Business Math Part 1			BT00110 – Accounting Capstone		120
BMAF 105 - Business Math Part 2			BMAF 500 - Accounting Capstone I		
BMAF 200 - Fundamental Accounting I**			BMAF 501 - Accounting Capstone II		
BMAF 201 - Fundamental Accounting II					
** or Brainbench certification score >2.75					

Note: HS students who begin in Aug will complete the following courses their 1st year: Bus & Comp Tech, Fund of Admin Tech and Accounting I

Career Enhancement	Work-based Learning Options				BrainBench (R) = Required; (E) = Elective						
	Activity	Q 1	Q 2	Q 3	Q 4	Test	Date	Test	Date	Test	Date
	Job-Shadowing					Telephone Etiquette (R)		Business Math (R)		QuickBooks (R)	
	Internship/Mentorship					Computer Fund (R)		Data Entry 10-Key (R)		Bookkeeping Fundamentals (R)	
	OJT					MS Word (R)		Accts Payable Fundamentals (R)		Customer Assistance (E)	
						MS Excel (R)		Accts Rec/Billing Fundamentals (R)		Payroll Accounting (E)	
					Office Procedures (R)						