

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

Note: HS students who begin in Aug will complete the following courses their 1<sup>st</sup> year: Fundamentals of Technology, 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)					