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Business Admin Technologies - Accounting Services

Degree Pathway

A Certificate is outlined coursework that is designed to prepare a student to head out into the workforce in a short timeframe or for career advancement. This certificate totals 32 credit hours. Consult with an advisor for more information.

(T) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Required Courses			
Course ID	Course Title	Credit Hours	Notes
BU111	Quickbooks	3.00	Fall 2026, Spring 2027 Prereq: BU100 Small Business Accounting, or BU101 Accounting I.
BU121	Customer Service/Professional Image	3.00	Summer 2026, Fall 2026, Spring 2027
BU128	Business Document Preparation	3.00	Fall 2026, Spring 2027
BU217	Spreadsheet Management	3.00	Fall 2026, Spring 2027
IS100	Cybersecurity Application	3.00	Summer 2026, Fall 2026, Spring 2027
Electives			
Course ID	Course Title	Credit Hours	Notes
Accounting Options-BAT Accounting Services		6.00	
★ BU100	Small Business Accounting	3.00	Summer 2026, Fall 2026, Spring 2027
★ BU101	Accounting I T	3.00	Summer 2026, Fall 2026, Spring 2027
BU102	Accounting II T	3.00	Summer 2026, Fall 2026, Spring 2027 Prereq: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.
Math Options-BAT Accounting Services		3.00	
★ BU108	Business Mathematics	3.00	Summer 2026, Fall 2026, Spring 2027
MA106	College Algebra T	3.00	Summer 2026, Fall 2026, Spring 2027 Prereq: HS GPA over 3.25, or Accuplacer NextGen QuantReason, Alg, Stats Score 263 or Above, or ACT Math Score of 22 or Higher.
MA108	Elements of Statistics T	3.00	Summer 2026, Fall 2026, Spring 2027 Prereq: HS GPA over 3.0, or Accuplacer NG QuantReason, Alg, Stats Score 255 or Above, or ACT Math Score of 19 or Higher.
MA117	Contemporary Math T	3.00	Summer 2026, Fall 2026, Spring 2027 Prereq: HS GPA over 3.0, or Accuplacer NG QuantReason, Alg, Stats Score 255 or Above, or ACT Math Score of 19 or Higher.
Non-Technical Business Electives-BAT Accounting Services		3.00	
BU107	Personal Finance T	3.00	Summer 2026, Fall 2026, Spring 2027
BU214	Word Processing: Microsoft Word for Windows	3.00	Fall 2026, Spring 2027
Technical Business Electives-BAT Accounting Services		5.00	
BU106	Calculating Machines	1.00	Fall 2026, Spring 2027
★ BU110	Records Management	2.00	Fall 2026, Spring 2027

BU128	Business Document Preparation	3.00	Fall 2026, Spring 2027
BU147	Internship I	2.00	Summer 2026, Fall 2026, Spring 2027
★ BU218	Database Management	3.00	Fall 2026, Spring 2027
BU224	Human Resources Basics	3.00	Fall 2026, Spring 2027

Total Credits: 32.00