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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, Spring Prereq: BU100 Small Business Accounting, or BU101 Accounting I.
BU121	Customer Service/Professional Image	3.00	Fall, Spring, Summer
BU217	Spreadsheet Management	3.00	Fall, Spring
IS100	Cybersecurity Application	3.00	Fall, Spring, Summer
Electives			
Course ID	Course Title	Credit Hours	Notes
<b>Accounting Options-BAT Accounting Services</b>		<b>6.00</b>	
★ BU100	Small Business Accounting	3.00	Fall, Spring, Summer
★ BU101	Accounting I T	3.00	Fall, Spring, Summer
BU101H	Honors Accounting I T	3.00	Fall, Spring
BU102	Accounting II T	3.00	Fall, Spring, Summer 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.
BU102H	Honors Accounting II T	3.00	Fall, Spring 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.
<b>BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding</b>		<b>3.00</b>	
BU127	Beginning Keyboarding	3.00	Fall, Spring
★ BU128	Intermediate Keyboarding	3.00	Fall
<b>Business Electives-BAT Accounting Services</b>		<b>8.00</b>	
BU106	Calculating Machines	1.00	Fall, Spring
BU107	Personal Finance T	3.00	Fall, Spring, Summer
★ BU110	Records Management	2.00	Fall, Spring
BU122	Presentation Software	1.00	
BU128	Intermediate Keyboarding	3.00	Fall
BU147	Internship I	2.00	Fall, Spring, Summer
★ BU214	Word Processing: Microsoft Word for Windows	3.00	Fall, Spring
★ BU218	Database Management	3.00	Fall, Spring

BU224	Human Resources Basics	3.00	Fall, Spring
<b>Math Options-BAT Accounting Services</b>		<b>3.00</b>	
★ BU108	Business Mathematics	3.00	Fall, Spring, Summer
MA106	College Algebra 	3.00	Fall, Spring, Summer Prereq: HS GPA over 3.25, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or ACT Math Score of 22 or Higher.

**Total Credits: 32.00**