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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.

() 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
Accounting Options-BAT Accounting Services		6.00	
BU100	Small Business Accounting	3.00	Fall, Spring, Summer
BU101	Accounting I	3.00	Fall, Spring, Summer
BU101H	Honors Accounting I	3.00	Fall, Spring
BU102	Accounting II	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	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.
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3.00	
BU127	Beginning Keyboarding	3.00	Fall, Spring
BU128	Intermediate Keyboarding	3.00	Fall
Business Electives-BAT Accounting Services		8.00	
BU106	Calculating Machines	1.00	Fall, Spring
BU107	Personal Finance	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
	Math Options-BAT Accounting Services	3.00	
★ BU108	Business Mathematics	3.00	Fall, Spring, Summer
MA106	College Algebra T	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