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	Spring 2026, Fall 2026 Prereq: BU100 Small Business Accounting, or BU101 Accounting I.
BU121	Customer Service/Professional Image	3.00	Spring 2026, Summer 2026, Fall 2026
BU128	Business Document Preparation	3.00	Fall 2026
BU217	Spreadsheet Management	3.00	Spring 2026, Fall 2026
IS100	Cybersecurity Application	3.00	Spring 2026, Summer 2026, Fall 2026
Electives			
Course ID	**Course Title**	**Credit Hours**	**Notes**
Accounting Options-BAT Accounting Services		**6.00**	
★ BU100	Small Business Accounting	3.00	Spring 2026, Summer 2026, Fall 2026
★ BU101	Accounting I ⊤	3.00	Spring 2026, Summer 2026, Fall 2026
BU102	Accounting II ⊤	3.00	Spring 2026, Summer 2026, Fall 2026 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	Spring 2026, Summer 2026, Fall 2026
MA106	College Algebra ⊤	3.00	Spring 2026, Summer 2026, Fall 2026 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 ⊤	3.00	Spring 2026, Summer 2026, Fall 2026 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 ⊤	3.00	Spring 2026, Summer 2026, Fall 2026
Non-Technical Business Electives-BAT Accounting Services		**3.00**	
BU107	Personal Finance ⊤	3.00	Spring 2026, Summer 2026, Fall 2026
BU214	Word Processing: Microsoft Word for Windows	3.00	Spring 2026, Fall 2026
Technical Business Electives-BAT Accounting Services		**5.00**	
BU106	Calculating Machines	1.00	Spring 2026, Fall 2026
★ BU110	Records Management	2.00	Spring 2026, Fall 2026
BU128	Business Document Preparation	3.00	Fall 2026

BU147	Internship I	2.00	Spring 2026, Summer 2026, Fall 2026
★ BU218	Database Management	3.00	Spring 2026, Fall 2026
BU224	Human Resources Basics	3.00	Spring 2026, Fall 2026

Total Credits: **32.00**