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Business Admin Technologies - Accounting Services - CERT B

Semester-by-Semester 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. Not all courses are offered each semester.

( ) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Semester 1 - Fall				
Complete	**Course ID**	**Course Title**	**Credit Hours**	**Notes**
Required Courses				
	BU128	Business Document Preparation	3.00	Fall 2026, Spring 2027
	IS100	Cybersecurity Application	3.00	Fall 2026, Spring 2027, Summer 2027
Electives				
	Accounting Options-BAT Accounting Services		3.00	
	Math Options-BAT Accounting Services		3.00	
	Technical Business Electives-BAT Accounting Services		5.00	
		Semester Total:	**17.00**	

Semester 2 - Spring				
Complete	**Course ID**	**Course Title**	**Credit Hours**	**Notes**
Required Courses				
	BU111	Quickbooks	3.00	Fall 2026, Spring 2027 Prereq: BU100 Small Business Accounting, or BU101 Accounting I.
	BU121	Customer Service/Professional Image	3.00	Fall 2026, Spring 2027, Summer 2027
	BU217	Spreadsheet Management	3.00	Fall 2026, Spring 2027
Electives				
	Accounting Options-BAT Accounting Services		3.00	
	Non-Technical Business Electives-BAT Accounting Services		3.00	
		Semester Total:	**15.00**	

Total Credits: 32.00

*Semester offerings reflect the current academic year.

Accounting Options-BAT Accounting Services			
Course ID	**Course Title**	**Credit Hours**	**Notes**
★ BU100	Small Business Accounting	3.00	Fall 2026, Spring 2027, Summer 2027
★ BU101	Accounting I	3.00	Fall 2026, Spring 2027, Summer 2027
BU102	Accounting II	3.00	Fall 2026, Spring 2027, Summer 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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
★ BU108	Business Mathematics	3.00	Fall 2026, Spring 2027, Summer 2027
MA106	College Algebra	3.00	Fall 2026, Spring 2027, Summer 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	3.00	Fall 2026, Spring 2027, Summer 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	3.00	Fall 2026, Spring 2027, Summer 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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BU107	Personal Finance	3.00	Fall 2026, Spring 2027, Summer 2027
BU214	Word Processing: Microsoft Word for Windows	3.00	Fall 2026, Spring 2027

Technical Business Electives-BAT Accounting Services			
Course ID	**Course Title**	**Credit Hours**	**Notes**
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	Fall 2026, Spring 2027, Summer 2027
★ BU218	Database Management	3.00	Fall 2026, Spring 2027
BU224	Human Resources Basics	3.00	Fall 2026, Spring 2027