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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.

(T) 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
	IS100	Cybersecurity Application	3.00	Spring 2026, Summer 2026, Fall 2026
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	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
	BU217	Spreadsheet Management	3.00	Spring 2026, Fall 2026
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	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

Course ID	Course Title	Credit Hours	Notes
★ 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

Course ID	Course Title	Credit Hours	Notes
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

Course ID	Course Title	Credit Hours	Notes
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