

# Business Administration Certificate Requirements

The courses in the Career Pathways certificates and in the one-year certificate all count toward the AAS in Business Administration. If you complete a certificate, you are on your way to the degree!

## **Career Pathway Certificate: Basic Computer Literacy 13 credits**

CAS 122	Keyboarding for Speed/Accuracy	3
CAS 133	Basic Computer Skills/MS Office	4
CAS 170	Beginning Excel	3
CAS 216	Beginning Excel	3

## **Career Pathway Certificate: Entry-level Accounting Clerk 14 credits**

BA 101	Intro to Business	4
BA 131	Intro to Business Technology	4
BA 111*	Intro to Accounting	3
BA 228	Quickbooks	3

## **One-year Accounting Clerk Certificate: 48 Credits**

BA 101	Intro to Business	4
BA 111*	Intro to Accounting	3
BA 177	Payroll Accounting	3
BA 205	Business Communication	4
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 228	Quickbooks	3
BA 285	Human Relations Organizations	3
BA 131	Intro to Business Technology	4
CAS 121**	Beginning Keyboarding	3
	<i>or</i>	
CAS 122	Keyboarding for Speed/Accuracy	3
WR 121	English Composition	4

**AND** 10 electives:

Choose one of the following three credit courses: 3

CAS 170	Beginning Excel
CAS 171	Intermediate Excel
CAS 216	Beginning Word

Choose one of the following four credit courses: 4

EC 201	Prin of Econ: Microeconomics
EC 202	Prin of Econ: Macroeconomics

Choose **one** elective:

BA 177	Payroll Accounting	3
BA 203	Intro to International Business	3
BA 222	Financial Management	3
BA 228	QuickBooks	3
BA 256	Income Tax	3
BA 277	Business Ethics	4
CAS 121	Beginning Keyboarding	3
CAS 122	Intermediate Keyboarding	3
CAS 133	Basic Comp Skills/Microsoft Office	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3

\*Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series with BA 211.

\*\* Students who touch type more than 40 words/minute should substitute an approved business elective for CAS 121.