

BUSINESS ADMIN TECHNOLOGIES - ACCOUNTING SERVICES - CERT



Agriculture, Business, Computers and Technology

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For course descriptions and course prerequisites, click on the course name.

Some Credit Hours

This certificate requires 32 credit hours.

First Semester

Course	Title	Credits
IS100	Cybersecurity Application	3
Accounting Options-BAT Accounting Services		3
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3
Business Electives-BAT Accounting Services		5
Math Options-BAT Accounting Services		3
Semester Total - 17		

Second Semester

Course	Title	Credits
BU111	Quickbooks	3
BU121	Customer Service/Professional Image	3
BU217	Spreadsheet Management	3
Accounting Options-BAT Accounting Services		3
Business Electives-BAT Accounting Services		3
Semester Total - 15		