

# Business Administrative Technology– Certificate

General Education Requirements	Credit Hours
<b>COMMUNICATIONS</b>	3
ENG135 Writing for the Workplace or higher	
<b>MATHEMATICS</b>	3
MTH126 Technical Mathematics or higher	
<b>LIFETIME FITNESS AND HEALTH</b>	1
HPR101 Concepts of Physical Health -or- Physical Activity Course from Approved List —or—HPR177 Personal & Community Health	
<b>COMPUTER SKILLS</b>	3
BUS235 Microcomputer Office Applications I	
<b>MAJOR DEPARTMENT REQUIREMENTS</b>	17
ACC111 Introduction to Accounting —or—ACC177 Accounting I - or ACC178 Accounting II—or ACC231 Computerized Accounting (6)	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS164 Advanced Document Processing	
BUS264 Administrative Procedures	
<b>MAJOR DEPARTMENT ELECTIVES</b>	6

ACC111 Introduction to Accounting	
ACC178 Accounting II	
ACC231 Computerized Accounting	
BUS201 Web Page Design	
BUS236 Business Communications	
BUS243, 244 or 245 Occupational Work Experience I, II or III	
Total Required Hours	34