

# Business Technologies Short Certificates

Program: [Business Technologies](#)

Type: Short Certificate

## Accounting Technology Short Certificate

| Item #  | Title                       | Credits |
|---------|-----------------------------|---------|
| ACT 249 | Payroll Accounting          | 3       |
| ACC 129 | Individual Income Taxes     | 3       |
| BUS 241 | Principles of Accounting I  | 3       |
| BUS 242 | Principles of Accounting II | 3       |
| BUS 248 | Managerial Accounting       | 3       |
| BUS 245 | Accounting with Quickbooks  | 3       |

## Business Management & Supervision Short Certificate

| Item #  | Title                      | Credits |
|---------|----------------------------|---------|
| BUS 186 | Elements of Supervision    | 3       |
| BUS 215 | Business Communications    | 3       |
| BUS 241 | Principles of Accounting I | 3       |
| BUS 275 | Principles of Management   | 3       |
| BUS 279 | Small Business Management  | 3       |
| CIS 146 | Microcomputer Applications | 3       |

## Office Administration Short Certificate

| Item #  | Title                          | Credits              |
|---------|--------------------------------|----------------------|
| BUS 215 | Business Communications        | 3                    |
| CIS 146 | Microcomputer Applications     | 3                    |
| OAD 103 | Intermediate Keyboarding       | 3                    |
| OAD 125 | Word Processing                | 3                    |
| OAD 138 | Records/Information Management | 3                    |
|         | OAD 217 OR OAD 104             | 3                    |
|         | <b>Total credits:</b>          | <b>Total Credits</b> |
|         |                                | <b>18</b>            |