

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

Entrepreneurship Short Certificate

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 186	Elements of Supervision	3
BUS 241	Principles of Accounting I	3
BUS 245	Accounting with Quickbooks	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	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
	Total credits:	Total Credits
		18