

Career Pathways Certificate is awarded to students fulfilling the following requirements

Courses	Cr.	Qtr.	Gr.	
FALL:				Office Assistant (17 credits)
BA 131 Intro to Business Computing	4			
BA 204 Teamwork Dynamics	3			
OA 116 Office Procedures	3			
WINTER:				
BT 221 Word Processing I	3			
SPRING:				
BA 211 Principles of Financial Accounting	4			
SUMMER:				
Total	17			

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- BA 131 Intro to Business Computing
- OA 116 Office Procedures
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- BT 221 Word Processing I