

Career Pathways Certificate is awarded to students fulfilling the following requirements

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