

Career Pathways Certificate is awarded to students fulfilling the following requirements

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