

Career Pathways Certificate is awarded to students fulfilling the following requirements

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

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- BT 221 Word Processing I