

2026-2027 OCCUPATIONAL CERTIFICATE (CERT) AWC ADVISEMENT CHECK SHEET

Sign in to your [Self-Service Student Planning](#) account to load the recommended program map and to track your academic progress.

Business Administrative Services

Student Name	ID #	Advisor	Major Code: CERT.BUSAD Credits: 30
--------------	------	---------	---------------------------------------

For students whose personal interests and needs can be met by a concentration of office administration courses and who do not wish to earn a degree. Advantages to students enrolled in this program include marketable office skills and the program may be completed within a year. Individuals who successfully complete this program may secure entry-level positions such as front office clerk, cashier, teller, or hospital admitting clerk.

For a recommended sequence of courses, view the program map in Self-Service or contact an Advisor.

Required Major Courses (15 Credits)		Cr	Sem	Notes
BUA 100	Survey of Business	3		
BUA 110	Business Application Concepts	3		
BUA 210	Customer Service Management	3		
CIS 105	Introduction to Business Information Systems	3		
ACC 100	Introduction to Accounting OR	3		
ACC 211	Financial Accounting			
Other Departmental Requirements (15 Credits)		Cr	Sem	Notes
Select from the following courses				
BUA 109	Principles of Human Relations	3		
BUA 290	Business Communications	3		
CIS 121	Spreadsheet	3		
CIS 131	Database	3		
<i>CIS 131 prerequisite: CIS 105 or CIS 120 and MAT 81 or approved higher math</i>				
FIN 150	Personal Finance	3		
MGT 250	Personnel Supervision	3		
MKT 120	Principles of Sales	3		
CIM 141	Keyboarding: Introduction OR	2		
CIM 142	Keyboarding: Intermediate			