

OCCUPATIONAL CERTIFICATE (CERT) AWC ADVISEMENT CHECK SHEET

Business Administrative Services

Student Name	ID #	Advisor	Major Code: CERT.BUSAD Credits: 30
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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	Gr	Sem	Notes
ACC 100	Introduction to Accounting OR	3			
ACC 211	Financial Accounting				
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			
Other Departmental Requirements (15 Credits)		Cr	Gr	Sem	Notes
Select at least 15 credits from the following courses:					
BUA 109	Principles of Human Relations	3			
BUA 290	Business Communications	3			
CIM 141	Keyboarding: Introduction OR	2			
CIM 142	Keyboarding: Intermediate				
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 100	Salesmanship	3			