Degree Guide:

Business Administration Business Technology Short Term Certificate

Program
[Business Administration (BUS/BUS&)](#)
Degree Type
Professional Technical Certificate
Offered Online
Yes
Program Coordinator

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Program Code: BAMBTC01

Program Outcomes

- Demonstrate proficiency in Quickbooks
- Demonstrate proficiency in Excel
- Identify and summarize federal and statement employment laws
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports

Catalog #	Course Title	Credits
ACCT 215	Quickbooks	5
AOS 106	Introduction to Microsoft Excel	5
BUS 247	Payroll and Business Taxes	5

Total Credits   15