BUSINESS TECHNOLOGY - CERT A

This certificate is currently only offered at TCF.

The Business Technology program prepares students to obtain employment as an entry level accounting/payroll clerk. Instruction includes introduction to accounting, payroll accounting, QuickBooks Desktop, basic business and office management skills. Professional standards and ethics in business are stressed as well as extensive training in Microsoft Office applications. Written and oral communication skills, including grammar, are emphasized as well as workplace skills. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Program Start (semesters): August; January
- Industry-recognized credentials: Microsoft Excel Associate; Microsoft Word Associate; Microsoft Access Associate; QuickBooks Desktop

Certificate Requirements

Code	Title	Hours
BAT 117	Intro to Acct & Acct Software	4
BAT 123	English & Business Communications	2
BAT 130	Word Processing	4
BAT 172	Spreadsheet Management	4
BAT 211	Human Relations & Ethics	2
BAT 252	Payroll Accounting	4
BAT 265	Advanced Accounting Software	4
Total Hours		**24**