Certificate— Business, Bookkeeping & Accounting to an Associate of Arts— Office Administration

At Washburn Tech:

Certificate Program:
Business Bookkeeping & Accounting
- ☐ BAT117 Intro to Accounting & Accounting Software
- ☐ BAT122 Business Communications
- ☐ BAT130 Word Processing
- ☐ BAT140 Document Processing
- ☐ BAT172 Spreadsheet Management
- ☐ BAT180 Human Relations
- ☐ BAT200 Business Law
- ☐ BAT212 Professional Skills and Ethics
- ☐ BAT215 Database Management
- ☐ BAT220 Intro to Business Office Management
- ☐ BAT252 Payroll Accounting
- ☐ BAT265 Advanced Accounting Software

At Washburn University:

Associate of Arts-Major:
Office Administration
- ☐ TA 210 Tech Survey
- ☐ MA 112 Contemporary College Mathematics* OR MA 116 College Algebra*
- ☐ EN 101 First Year Writing
- ☐ WU 101 The Washburn Experience**
- ☐ General Education Humanities (6 hours)
- ☐ General Education Natural Science (3 hours)
- ☐ General Education Social Science (6 hours)

AA Degree Requirements
- ☐ Minimum 15 credit hours of the required coursework must be taken at Washburn
- ☐ Student must be concurrently enrolled in 12 hrs at WUTech or have already completed one of the approved WUTech certificates
- ☐ Must start at WU within 6 years of WUTech certificate completion

Additional Notes:

- Check with your advisor at Washburn Tech or in the School of Applied Studies at Washburn University for assistance in building your course schedule each term.

- Reduced tuition rate at Washburn University only applies to the required Associate of Science courses

* Please note the following regarding MA 112 and MA116:
   * MA 112 requires a ACT Score of 18 or higher on the Math component, MA 112 Placement Exam Score of 50% or higher, or MA 090 with a "B" or better.
   * MA 116 requires a ACT Score of 22 or higher on the Math component, MA 116 Placement Exam Score of 75% or higher, or MA 095 with a "B" or better.

** *Students transferring with 30 or more credit hours completed at an accredited post-secondary institution (after graduating from High School) with a GPA of 2.0 or higher are exempt from this requirement.*