

Business Assistant Certificate Planner for 2023-2024

First Year

Fall		Winter		Spring	
BA101 Introduction to Business	4	BT123 MS Excel for Business	4	BA206 Management Fundamentals	4
BT108 Business Proofreading & Editing	4	BT165 Introduction to the Accounting Cycle	4	BA214 Business Communication	4
CIS101 Computer Fundamentals or CS120 Concepts of Computing	4	BT230 Sustainable Paperless Practices using Adobe Acrobat	4	BT206 Co-op Ed: Business Seminar	2
BT120 MS Word for Business	4	BA278 Leadership and Team Dynamics	4	BT270 Project Management *See Note Below	4
	16		16		14

Notes:

Students will also need to test into or take WR121 (4 credits) and MTH065 (4 credits) or MTH095 or MTH098 or higher.

*BT270 will not be offered for the 2023-24 academic year. Please contact the lead faculty for a substitution course.

Contact Advising for program questions and guidance

businessadvising@lanecc.edu