

# BUSINESS ADMIN TECHNOLOGIES - OFFICE SUPPORT - CERT



## Agriculture, Business, Computers and Technology

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For course descriptions and course prerequisites, click on the course name.

### Total Credit Hours

This certificate requires 32 credit hours.

### Requirements

Course	Title	Credits
<a href="#">BU121</a>	Customer Service/Professional Image	3
<a href="#">Business Electives-BAT Office Support</a>		11
<a href="#">Communications Options-BAT Office Support</a>		6
<a href="#">Keyboarding Options-BAT Office Support</a>		6
<a href="#">Microsoft Office Software Options-BAT Office Support</a>		6