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Business Admin Technologies - Office Support - CERT B

Semester-by-Semester Pathway

A Certificate is outlined coursework that is designed to prepare a student to head out into the workforce in a short timeframe or for career advancement. This certificate totals 32 credit hours. Consult with an advisor for more information. Not all courses are offered each semester.

(T) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Semester 1 - Fall				
Complete	Course ID	Course Title	Credit Hours	Notes
Required Courses				
	BU121	Customer Service/Professional Image	3.00	Fall, Spring, Summer
Electives				
	Business Electives-BAT Office Support		5.00	
	Communications Options-BAT Office Support		3.00	
	Keyboarding Options-BAT Office Support		3.00	
	Microsoft Office Software Options-BAT Office Support		3.00	
Semester Total:			17.00	

Semester 2 - Spring				
Complete	Course ID	Course Title	Credit Hours	Notes
Required Courses				
	IS100	Cybersecurity Application	3.00	Fall, Spring
Electives				
	Business Electives-BAT Office Support		3.00	
	Communications Options-BAT Office Support		3.00	
	Keyboarding Options-BAT Office Support		3.00	
	Microsoft Office Software Options-BAT Office Support		3.00	
Semester Total:			15.00	

Total Credits: 32.00

*Semester offerings reflect the current academic year.

Business Electives-BAT Office Support			
Course ID	Course Title	Credit Hours	Notes
BU100	Small Business Accounting	3.00	Fall, Spring, Summer
BU106	Calculating Machines	1.00	Fall, Spring
★ BU110	Records Management	2.00	Fall, Spring
BU122	Presentation Software	1.00	
BU147	Internship I	2.00	Fall, Spring, Summer
BU214	Word Processing: Microsoft Word for Windows	3.00	Fall, Spring
BU217	Spreadsheet Management	3.00	Fall, Spring
★ BU218	Database Management	3.00	Fall, Spring
★ BU224	Human Resources Basics	3.00	Fall, Spring

Communications Options-BAT Office Support			
Course ID	Course Title	Credit Hours	Notes
★ BU109	Business Communications ▶	3.00	Fall, Spring, Summer
EN100	English Composition IB ▶	3.00	Fall, Spring, Summer Prereq: EN098 Intro to College Writing with a grade of C or higher, or Accuplacer Next Generation Writing Score of 240 to 254, or HS GPA over 2.25, or ACT English Score of 17 to 19.
EN101	English Composition IA ▶	3.00	Fall, Spring, Summer Prereq: HS GPA over 3.0, or Accu NG Writing Score 255+ & Accu NG Reading Score 255+, and ACT Reading Score of 18 or above, or ACT English Score of 18 or above.
★ EN107	Business English Grammar & Composition	3.00	Fall, Spring
EN108	Career and Technical Writing	3.00	Fall, Spring
SH101	Public Speaking ▶	3.00	Fall, Spring, Summer

Keyboarding Options-BAT Office Support			
Course ID	Course Title	Credit Hours	Notes
BU127	Beginning Keyboarding	3.00	Fall, Spring
★ BU128	Intermediate Keyboarding	3.00	Fall
★ BU129	Production Keyboarding	3.00	Fall

Microsoft Office Software Options-BAT Office Support			
Course ID	Course Title	Credit Hours	Notes
★ BU214	Word Processing: Microsoft Word for Windows	3.00	Fall, Spring
★ BU217	Spreadsheet Management	3.00	Fall, Spring
BU218	Database Management	3.00	Fall, Spring