

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.

Some Credit Hours

This certificate requires 32 credit hours.

First Semester

Course	Title	Credits
BU121	Customer Service/Professional Image	3
Business Electives-BAT Office Support		5
Communications Options-BAT Office Support		3
Keyboarding Options-BAT Office Support		3
Microsoft Office Software Options-BAT Office Support		3
Semester Total - 17		

Second Semester

Course	Title	Credits
IS100	Cybersecurity Application	3
Business Electives-BAT Office Support		3
Communications Options-BAT Office Support		3
Keyboarding Options-BAT Office Support		3
Microsoft Office Software Options-BAT Office Support		3
Semester Total - 15		