

BUSINESS ADMINISTRATIVE TECHNOLOGY
(BAT DEGREE, BAT DIPLOMA, AND MOAP CERTIFICATE)
ANNUAL SCHEDULE OF COURSES

revised October 2009

Online

BUSINESS ADMINISTRATIVE TECHNOLOGY					FALL			
Online								
	BUS	1130	DOCUMENT PROCESSING	IVEY	INT	10	6	20
	BUS	1130	DOCUMENT PROCESSING	WHITE	INT	10	6	20
	BUS	1150	DATABASE APPLICATIONS	WARBER	INT	5	3	20
	BUS	1240	OFFICE PROCEDURES	WOOTEN	INT	8	5	20
	BUS	1140	WORD PROCESSING	WARBER OR WALLACE	INT	8	5	20
	BUS	2110	ADVANCED WORD PROCESSING	WARBER	INT	8	5	20
	BUS	2120	SPREADSHEET APPLICATIONS	IVEY	INT	5	3	20
BUSINESS ADMINISTRATIVE TECHNOLOGY					WINTER			
Online								
	BUS	1300	INTRO TO BUSINESS	WOOTEN	INT	5	5	20
	BUS	1140	WORD PROCESSING	WARBER	INT	8	5	20
	BUS	1120	BUSINESS DOCUMENT PROOFREADING & EDITING	WOOTEN	INT	5	3	20
	BUS	2120	SPREADSHEET APPLICATIONS	WHITE	INT	5	3	20
	BUS	2150	PRESENTATION APPLICATIONS	IVEY	INT	5	3	20
BUSINESS ADMINISTRATIVE TECHNOLOGY					SPRING			
Online								
	BUS	1130	DOCUMENT PROCESSING	IVEY	INT	10	6	20
	BUS	1130	DOCUMENT PROCESSING	WHITE	INT	10	6	20
	BUS	1240	OFFICE PROCEDURES	WOOTEN	INT	8	5	20
	BUS	1140	WORD PROCESSING	WOOTEN OR WARBER	INT	8	5	20
	BUS	2120	SPREADSHEET APPLICATIONS	WOOTEN/WHITE/WARBER	INT	5	3	20
	BUS	2130	ADVANCED SPREADSHEET APPLICATIONS	IVEY	INT	5	3	20
BUSINESS ADMINISTRATIVE TECHNOLOGY					SUMMER			
Online								
	BUS	1140	WORD PROCESSING	WARBER OR WALLACE	INT	8	5	20
	BUS	1160	DESKTOP PUBLISHING	IVEY	INT	5	3	20
	BUS	2150	PRESENTATION APPLICATIONS	IVEY	INT	5	3	20
	BUS	1120	BUSINESS DOCUMENT PROOFREADING & EDITING	WOOTEN	INT	5	3	20