BUSINESS ADMIN TECHNOLOGY (BAT)

Courses

BAT 117 Intro to Acct & Acct Software (4)
This course develops a foundation for accounting skills and assists students attain an understanding of accounting concepts and the importance of accounting for funds in a business. Students get an introduction to the accounting equation, journal entries, t-accounts, Trial Balances, Financial Statements, adjusting entries, closing entries, and financial statement analysis. Students also use a comprehensive, hands-on training manual for QuickBooks Desktop to learn computer accounting practices through sample companies.

BAT 123 English & Business Communications (2)
This course includes the identification and use of the parts of speech (punctuation, capitalization, and numbers) in writing effective sentences and paragraphs. Basic spelling rules will be covered and implemented. Students will learn the basic letter parts, business tables, email procedures and etiquette, and resume and interviewing techniques.

BAT 130 Word Processing (4)
Students will use Microsoft Office Word software to create and edit basic-to-advanced documents, including tables and charts. This is an instructor-guided lab course.

BAT 172 Spreadsheet Management (4)
This course is designed to familiarize the student with various basic and advanced spreadsheet functions. These include creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics, and customizing the appearance and functions of spreadsheets.

BAT 211 Human Relations & Ethics (2)
This course is designed for students to learn skills to compete in an increasingly competitive work environment. Skills stressed will include the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability and business ethics.

BAT 252 Payroll Accounting (4)
The course will cover all aspects of payroll accounting and provides an innovative, hands-on approach with unique blend of theory and practical exercises, enabling students to get a thorough understanding of the most widely used payroll accounting functions. This course ends with a comprehensive capstone project. Prerequisites: BAT117

BAT 265 Advanced Accounting Software (4)
This course is a comprehensive survey of QuickBooks Desktop that culminates with sitting for the QuickBooks Desktop certification exam. Prerequisites: BAT117