



Business Administrative Technology

This Business Administrative Technology program offers a 48 credit technical certificate that prepares students for entry-level administrative office positions and enhances their ability for promotion to advanced positions. The program provides extensive training in computer software including Microsoft Office and QuickBooks. Skills are enhanced through application and simulations using the Gregg Reference Manual, transcription, 10-key entry, and desktop publishing.

Full time students can complete the program in one calendar year. Part time, including high school students, can complete the program in four semesters. Students who successfully complete the program may be eligible to complete their associate's degree at Washburn University.



The program consists of the following courses:

- Keyboarding 1
- Business Communications
- Word Processing
- Document Processing
- Spreadsheet Management
- Business Law
- Human Relations
- Business Accounting
- Database Management
- Transcription
- Applied Simulations
- Desktop Publishing

*For more program, enrollment, and course schedule information please contact Student Services.
Financial Aid is available to those who qualify.*

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