

All students in the BBA, LOP, MOS, and OCT programs will take all the courses in [Core 1](#) and [Core 2](#). The OCT program is completed with the courses in Core 1 and Core 2. The BBA, LOP, and MOS programs include [Core 1](#), [Core 2](#), and [Core 3](#) courses as well as the appropriate specialty block of courses. To successfully complete any of the programs, students need to pass each course with a "C" or better.

<b>CORE 1 COURSES</b>			
<b>For All Students</b>			
<b>BAT122</b>	<b>BUSINESS COMMUNICATIONS</b>		<b>4 Credits</b>
No textbook required			
<b>BAT130</b>	<b>WORD PROCESSING</b>		<b>4 Credits</b>
Benchmark Series: Microsoft Word 2016			
ISBN: 978-0-76387-273-1	Levels 1 & 2	Rutkosky, et al.	EMC Paradigm, 2017
<b>BAT113</b>	<b>INTRODUCTION TO ACCOUNTING AND ACCOUNTING SOFTWARE</b>		
<b>BAT117</b>	<b>INTRODUCTION TO ACCOUNTING &amp; ACCOUNTING SOFTWARE</b>		<b>4 Credits</b>
ISBN: 978-159136-692-8 (print) <b>OR</b> ISBN: 978-159136-693-5 (e-book)	Accounting Basics: An Introduction for Non-Accounting Majors	Weinstein	Labyrinth Learning
<b>AND</b>			
See below for second required book			
<b>For LOP/MOS/OCT Students</b>			
<b>BAT113</b>			
ISBN: 978-159136-780-2	QuickBooks Pro 2015: Level 1	Conlon	Labyrinth Learning
<b>For BBA Students</b>			
<b>BAT117</b>			
ISBN: 978-159136-779-6	QuickBooks Pro 2015: Comprehensive	Conlon	Labyrinth Learning
<b>CORE 2 COURSES</b>			
<b>BAT140</b>	<b>DOCUMENT PROCESSING</b>		<b>4 Credits</b>
No textbook required			
<b>BAT172</b>	<b>SPREADSHEET MANAGEMENT</b>		<b>4 Credits</b>
Benchmark Series: Microsoft Excel 2016			
ISBN: 978-0-76386-989-2	Levels 1 & 2 with SNAP	Rutkosky et al.	EMC Paradigm, 2017
<b>BAT180</b>	<b>HUMAN RELATIONS</b>		<b>4 Credits</b>
No textbook required			

**SUPPLIES:** Students may also need to purchase supplies such as, but not limited to, pens, pencils, notebooks, paper, binders, etc. These may be purchased by students at the vendor(s) of their choice.

**APPEARANCE:** Washburn Tech places strong emphasis on grooming and a work-ready appearance. The dress code in the BBA, LOP, MOS, and OCT programs requires students to wear clothing that is clean, neat, and fits properly. Apparel which is unsuitable for class includes: shorts above the mid-upper leg; backless, strapless, or spaghetti strap tops; and sagging pants.

<b>CORE 3 COURSES</b>			
<b>BAT200</b>	<b>BUSINESS LAW</b>		<b>4 Credits</b>
No textbook required			
<b>BAT172</b>	<b>BUSINESS RESEARCH &amp; WRITING</b>		<b>4 Credits</b>
No textbook required			
<b>BAT180</b>	<b>DATABASE MANAGEMENT</b>		<b>4 Credits</b>
ISBN: 978-0-76386-994-6	Benchmark Series: Microsoft Access 2016 Levels 1 & 2	Rutkosky et al.	EMC Paradigm, 2017

<b>BBA SPECIALTY COURSES</b>			
<b>BAT220</b>	<b>INTRO TO BUSINESS &amp; OFFICE MANAGEMENT</b>		<b>4 Credits</b>
ISBN: 978-0-538-74066-1	21 <sup>st</sup> Century Business: Intro to Business	Ristau	South-Western, 2011, 2 <sup>nd</sup>
<b>BAT255</b>	<b>ADVANCED BUSINESS ACCOUNTING</b>		<b>4 Credits</b>
ISBN: 978-159136-948-6	Payroll Accounting: A Practical Real-World Approach	Weinstein	Labyrinth Learning, 4 <sup>th</sup>
ISBN: 978-159136-697-3	Excel for Accounting	Weinstein	Labyrinth Learning
<b>BAT265</b>	<b>ADVANCED ACCOUNTING SOFTWARE</b>		<b>4 Credits</b>
<b>See BAT117: This textbook was previously purchased for BAT117</b>			

<b>LOP SPECIALTY COURSES</b>			
<b>LOP240</b>	<b>LEGAL TERMINOLOGY</b>		<b>5 Credits</b>
ISBN: 978-0-7355-7697-1	Legal Terminology	Gildwell	Aspen Publishers, 2009
<b>LOP250</b>	<b>LEGAL OFFICE PROJECTS</b>		<b>3 Credits</b>
No textbook required			
<b>LOP260</b>	<b>LEGAL TRANSCRIPTION</b>		<b>4 Credits</b>
No textbook required			

<b>MOS SPECIALTY COURSES</b>			
<b>MOS240</b>	<b>MEDICAL TRANSCRIPTION</b>		<b>4 Credits</b>
ISBN: 978-1-437-70439-6	Medical Transcription Techniques	Diehl	Elsevier Saunders, 2012
<b>MOS250</b>	<b>MEDICAL TERMINOLOGY</b>		<b>5 Credits</b>
ISBN: 978-0-07-340231-4	Acquiring Medical Language	Jones et al.	McGraw-Hill, 2016
<b>MOS260</b>	<b>MEDICAL OFFICE PROCEDURES</b>		<b>3 Credits</b>
No textbook required			

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, KS 66621, 785.670.1509, eodirector@washburn.edu.