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## Business Admin Technologies - Office Support

### Degree Pathway

An Associates of Applied Science Degree emphasizes preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level. This degree totals 60 credits. Consult with an advisor for more information.

(T) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Required Courses			
Course ID	Course Title	Credit Hours	Notes
BU100	Small Business Accounting	3.00	Spring 2026, Summer 2026, Fall 2026
BU106	Calculating Machines	1.00	Spring 2026, Fall 2026
BU110	Records Management	2.00	Spring 2026, Fall 2026
BU121	Customer Service/Professional Image	3.00	Spring 2026, Summer 2026, Fall 2026
BU128	Intermediate Keyboarding	3.00	Fall 2026
BU129	Production Keyboarding	3.00	
BU214	Word Processing: Microsoft Word for Windows	3.00	Spring 2026, Fall 2026
BU217	Spreadsheet Management	3.00	Spring 2026, Fall 2026
BU218	Database Management	3.00	Spring 2026, Fall 2026
BU224	Human Resources Basics	3.00	Spring 2026, Fall 2026
IS100	Cybersecurity Application	3.00	Spring 2026, Summer 2026, Fall 2026
IS113	Desktop Publishing	3.00	Spring 2026
Electives			
Course ID	Course Title	Credit Hours	Notes
<b>Business Electives-BAT Office Support</b>		<b>12.00</b>	
BU101	Accounting I T	3.00	Spring 2026, Summer 2026, Fall 2026
BU101H	Honors Accounting I T	3.00	Spring 2026
BU102	Accounting II T	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.
BU102H	Honors Accounting II T	3.00	Spring 2026 Prereq: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.
BU105	Introduction to Business T	3.00	Spring 2026, Summer 2026, Fall 2026
BU105H	Honors Introduction to Business T	3.00	
BU110	Records Management	2.00	Spring 2026, Fall 2026
BU141	Sales Management	3.00	Spring 2026, Summer 2026, Fall 2026
BU142	Retailing	3.00	Fall 2026
BU145	Advertising	3.00	Spring 2026, Summer 2026, Fall 2026
★ BU147	Internship I	2.00	Spring 2026, Summer 2026, Fall 2026

★ BU148	Internship II	2.00	Spring 2026, Summer 2026, Fall 2026
BU149	Internship III	2.00	Spring 2026, Summer 2026, Fall 2026
BU156	Developing the Business Plan	1.00	Spring 2026, Fall 2026
BU201	Managerial Accounting ▾	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: BU102 with a C or higher or BA102 with a C or higher.
BU201H	Honors Managerial Accounting ▾	3.00	Prereq: BU102 with a C or higher or BA102 with a C or higher.
BU202	Marketing ▾	3.00	Spring 2026, Fall 2026
BU202H	Honors Marketing	3.00	
BU204	Small Business Management	3.00	Spring 2026, Summer 2026 Prereq: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.
BU205	Business Law I ▾	3.00	Spring 2026, Fall 2026
BU218	Database Management	3.00	Spring 2026, Fall 2026
HR103	Health Information Processes	4.00	Spring 2026, Fall 2026
HR105	Medical Terminology ▾	3.00	Spring 2026, Summer 2026, Fall 2026
HR202	ICD-10 Coding for Long Term Care	2.00	Spring 2026, Fall 2026 Prereq: HR222 ICD-10-CM/PCS Coding I, or HIM Acceptance.
HR203	HIM Virtual Lab I	1.00	Spring 2026, Fall 2026 Prereq: HR103 Health Information Processes, and HR107 Legal Aspects of Health Information.
HR208	Quality Improvement in Healthcare	2.00	Spring 2026, Summer 2026, Fall 2026 Prereq: IS104 Microcomputer Applications, or Departmental Consent.
HR210	CPT Coding	2.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR105 Medical Terminology, or Departmental Consent, and HR222 ICD-10-CM/PCS Coding I.
HR211	HIM Virtual Lab II	1.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR222 ICD-10-CM/PCS Coding I, and HR214 Health Statistics.
HR212	Pathophysiology	4.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR105 Medical Terminology, and BI103 Human A&P.
HR215	HIM Clinical Affiliation	2.00	Spring 2026, Summer 2026, Fall 2026 Prereq: Departmental Consent.
HR216	Reimbursement Methodologies	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent, and HR210 CPT Coding.
HR217	Health Record Lab I	1.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR107 Legal Aspects of Health Information, and HR214 Health Statistics.
HR218	Health Record Lab II	1.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR208 Quality Improvement in Healthcare, or Departmental Consent, and HR216 Reimbursement Methodologies.
HR222	ICD-10-CM/PCS Coding I	4.00	Spring 2026, Fall 2026 Prereq: HR105 Medical Terminology, or Departmental Consent, and BI103 Human A&P.
HR223	ICD-10-CM/PCS Coding II	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.
HR224	Coding Lab	1.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.
HR225	Health Record Coding Practicum	1.00	Spring 2026, Summer 2026, Fall 2026 Prereq: Departmental Consent.
HR228	Statistics and Analytics	2.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HR214 Health Statistics, and IS104 Microcomputer Applications.
IS120	Vector Graphics	3.00	Fall 2026
IS135	Essentials of Web Interaction	2.00	Spring 2026, Summer 2026, Fall 2026
IS148	CompTIA A+ Core 1	3.00	Spring 2026, Fall 2026
IS149	CompTIA A+ Core 2	3.00	Spring 2026, Fall 2026 Prereq: IS148 CompTIA A+ Core 1 with grade of C or better.
IS182	Cisco CCNA I/Networking I	3.00	Spring 2026, Summer 2026, Fall 2026
IS183	Cisco CCNA II	3.00	Spring 2026 Prereq: IS182 Cisco CCNA I/Networking I.
IS184	Cisco CCNA III	3.00	Prereq: IS183 Cisco CCNA II.

IS201	Database I	1.00	Spring 2026
IS202	Database II	1.00	Spring 2026 Prereq: IS201 Database I with a grade of C or better.
IS210	Computer Internship I	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: Departmental Consent, and a GPA of 2.5 or higher, and IS149 CompTIA A+ Core 2.
IS211	Computer Support Internship II	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: IS210 Computer Internship I.
IS215	Web Development Platform	3.00	Spring 2026, Fall 2026 Prereq: IS228 Data Base Structures, or Departmental Consent.
IS224	Networking II	3.00	Spring 2026, Fall 2026 Prereq: IS182 Cisco CCNA I/Networking I.
IS225	Website Coding	2.00	Spring 2026, Fall 2026 Prereq: IS135 Essentials of Web Interaction, or Departmental Consent.
IS228	Database Structures	3.00	Spring 2026, Fall 2026
IS235	Elements of Linux	3.00	Spring 2026, Fall 2026
IS237	Server Operating Systems and Virtualization	3.00	Spring 2026, Fall 2026 Prereq: IS235 Elements of Linux, or Departmental Consent, and IS182 Cisco CCNA I/Networking I.
IS240	Fundamentals of Network Security	3.00	Spring 2026, Fall 2026 Prereq: IS182 Cisco CCNA I/Networking I & IS224 Networking II, or Departmental Consent, and IS184 Cisco CNA III, or IS183 Cisco CCNA II.
IS250	Project Management	3.00	Spring 2026
IS252	Social Media Platform	3.00	Fall 2026
IS255	Graphic Arts Technology Capstone	3.00	Prereq: AR135 or JP119 Advanced Digital Imagery, and IS120 Vector Graphics, and IS113 Desktop Publishing.
IS264	JavaScript	3.00	Spring 2026, Fall 2026 Prereq: IS225 Website Coding.
IS280	Computer Forensics	3.00	Spring 2026 Prereq: IS148 CompTIA A+ Core 1 with grade of C or better, and Departmental Consent, and IS212 Networking I.
IS281	Control Systems Security	3.00	Spring 2026 Prereq: IS182 Cisco CCNA I/Networking I, and Departmental Consent, and IS212 Networking I.
IS282	Secure Coding	3.00	Fall 2026 Prereq: CS200 Problem Solving and Programming, and Departmental Consent.
LA114	Paralegal Internship	3.00	Spring 2026
LA130	Law and the Legal Assistant	3.00	Spring 2026, Fall 2026
LA131	Litigation	3.00	Fall 2026
LA132	Elder Law	3.00	Summer 2026
LA134	Family Law	3.00	Spring 2026
LA135	Wills, Estates, and Trusts	3.00	Spring 2026
LA230	E-discovery and Litigation	3.00	
LA231	Introduction to Legal Research and Writing	3.00	Spring 2026, Fall 2026
LA234	Administrative Law	3.00	Summer 2026
LA235	Personal Injury and Civil Wrongs	3.00	Spring 2026
LA239	Bankruptcy Law	3.00	Fall 2026
<b>General Education Options</b>		<b>15.00</b>	
AR101	Art Appreciation ▾	3.00	Spring 2026, Summer 2026, Fall 2026
AR104	Art History: Paleolithic to Medieval ▾	3.00	Fall 2026
AR105	Art History: Renaissance to Modern ▾	3.00	Spring 2026
AR106	Art in the Elementary Classroom ▾	3.00	Spring 2026, Fall 2026
AR110	Drawing I ▾	3.00	Fall 2026
BI100	Basic Concepts for Allied Health Studies	1.00	Spring 2026, Summer 2026, Fall 2026
BI101	General Biology ▾	4.00	Spring 2026, Summer 2026, Fall 2026

BI102	Ecology of Environmental Problems <b>▾</b>	3.00	Spring 2026
BI103	Human Anatomy and Physiology <b>▾</b>	6.00	Spring 2026, Summer 2026, Fall 2026 Prereq: BI100 or BI101 or BI104 or BI105 or BI112 w/Grade of C.
BI104	Biology I <b>▾</b>	5.00	Spring 2026, Fall 2026 Prereq: CH101 General Chemistry, or CH105 Chemistry I with a C or Higher.
BI105	Biology II <b>▾</b>	5.00	Spring 2026 Prereq: BI101 General Biology, or Departmental Consent, or BI104 Biology I.
BI112	General Microbiology <b>▾</b>	4.00	Spring 2026, Summer 2026, Fall 2026 Prereq: (BI101, BI103, BI104, BI105) BI107 is not a valid prereq code.
BI115	Basic Radiation Biology	2.00	Spring 2026 Prereq: BI103 Human A&P.
BU105	Introduction to Business <b>▾</b>	3.00	Spring 2026, Summer 2026, Fall 2026
★ BU107	Personal Finance <b>▾</b>	3.00	Spring 2026, Summer 2026, Fall 2026
★ BU108	Business Mathematics	3.00	Spring 2026, Summer 2026, Fall 2026
★ BU109	Business Communications <b>▾</b>	3.00	Spring 2026, Summer 2026, Fall 2026
BU118	Introduction to Leadership <b>▾</b>	3.00	Spring 2026, Fall 2026
CH101	General Chemistry <b>▾</b>	5.00	Spring 2026, Summer 2026, Fall 2026 Prereq: MA106 College Algebra, or MA117 Contemporary Math, or MA108 Elements of Statistics.
CH105	Chemistry I <b>▾</b>	5.00	Spring 2026, Fall 2026 Prereq: ACT Math Score of 21 or higher, or MA105 or higher math, or Accuplacer NextGen QuantReason, Alg, Stats Score 263 or Above, or Accuplacer Math Score of 81+.
CH106	Chemistry II <b>▾</b>	5.00	Spring 2026 Prereq: CH105 Chemistry I with a C or Higher.
CH108	Principles of Organic and Biochemistry <b>▾</b>	5.00	Fall 2026 Prereq: CH105 Chemistry I, or Departmental Consent.
CH201	Organic Chemistry I <b>▾</b>	5.00	Fall 2026 Prereq: CH106 Chemistry II.
CH202	Organic Chemistry II <b>▾</b>	5.00	Spring 2026 Prereq: CH201 Organic Chemistry I.
★ EC100	Macroeconomics <b>▾</b>	3.00	Spring 2026, Summer 2026, Fall 2026
EC101	Microeconomics <b>▾</b>	3.00	Spring 2026, Summer 2026, Fall 2026
ED105	Success Seminar/College Orientation	1.00	Spring 2026, Summer 2026, Fall 2026
ED201	Introduction to Education <b>▾</b>	3.00	Spring 2026, Fall 2026 Prereq: a GPA of 2.5 or higher, and PS100 General Psychology.
ED201L	Introduction to Education Practicum <b>▾</b>	1.00	Spring 2026, Fall 2026 Prereq: a GPA of 2.5 or higher, and PS100 General Psychology.
EN101	English Composition IA <b>▾</b>	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HS GPA over 3.0, or Accu NG Writing Score 255+ & Accu NG Reading Score 255+, and ACT Reading Score of 18 or above, or ACT English Score of 18 or above.
EN102	English Composition II <b>▾</b>	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: EN101 English Composition IA with a grade of C or higher, or EN101H English Comp IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
★ EN107	Business English Grammar & Composition	3.00	Spring 2026, Fall 2026
EN108	Career and Technical Writing	3.00	Spring 2026, Fall 2026
EN120	Children's Literature <b>▾</b>	3.00	Spring 2026, Fall 2026
EN121	World Mythology	3.00	Spring 2026 Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
EN128	Introduction to Creative Writing <b>▾</b>	3.00	Spring 2026, Fall 2026
EN201	Introduction to Literature <b>▾</b>	3.00	Summer 2026, Fall 2026 Prereq: EN100 English Comp IB with a grade of C or higher, or EN101 English Composition IA with a grade of C or higher.
EN202	British Literature I	3.00	Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
EN203	British Literature II	3.00	Spring 2026 Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN204	American Literature I ▶	3.00	Fall 2026 Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
EN205	American Literature II ▶	3.00	Spring 2026 Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
EN207	Introduction to Shakespeare	3.00	Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
EN214	Introduction to Cultural Studies: Fairy Tales	3.00	Spring 2026, Fall 2026 Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
FR101	Elementary French I ▶	5.00	
GE101	World Geography ▶	3.00	Spring 2026, Summer 2026, Fall 2026
GO100	American Government ▶	3.00	Spring 2026, Summer 2026, Fall 2026
GO101	State and Local Government ▶	3.00	
GO102	International Relations ▶	3.00	Spring 2026
GO110	Introduction to Political Science ▶	3.00	Fall 2026
GO110H	Honors Introduction to Political Science ▶	3.00	Fall 2026
HI101	American History 1492-1865 ▶	3.00	Spring 2026, Summer 2026, Fall 2026
HI102	American History 1865-Present ▶	3.00	Spring 2026, Summer 2026, Fall 2026
HI103	World History to 1600 ▶	3.00	Spring 2026, Summer 2026, Fall 2026
HI104	World History Since 1600 ▶	3.00	Spring 2026, Summer 2026, Fall 2026
HI122	Film History of World War II	3.00	Spring 2026
HI201	Topics in History	3.00	
IS103	Microcomputer Literacy	2.00	Spring 2026, Summer 2026
IS104	Microcomputer Applications ▶	3.00	Spring 2026, Summer 2026, Fall 2026
JL101	Introduction to Mass Communications ▶	3.00	Spring 2026, Summer 2026, Fall 2026
LE101	Introduction to Criminal Justice ▶	3.00	Spring 2026, Fall 2026
MA106	College Algebra ▶	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HS GPA over 3.25, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or ACT Math Score of 22 or Higher.
MA107	Plane Trigonometry ▶	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36.
MA108	Elements of Statistics ▶	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: HS GPA over 3.0, or Accuplacer NG QuantReason, Alg, Stats Score 255 or Above, or ACT Math Score of 19 or Higher.
MA110	Calculus ▶	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.
MA111	Analytical Geometry and Calculus I ▶	5.00	Spring 2026, Summer 2026, Fall 2026 Prereq: MA107 Plane Trigonometry with a grade of C or higher, or ACT Math Score of 25 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.
MA113	Analytical Geometry and Calculus II ▶	5.00	Spring 2026, Summer 2026, Fall 2026 Prereq: MA111 with a grade of C or higher.
MA117	Contemporary Math ▶	3.00	Spring 2026, Summer 2026, Fall 2026
MA201	Analytical Geometry and Calculus III	5.00	Summer 2026, Fall 2026 Prereq: MA113 with a grade of C or higher.
MA206	Differential Equations ▶	3.00	Spring 2026 Prereq: MA113 with a grade of C or higher.
MU101	Music Appreciation ▶	3.00	Spring 2026, Summer 2026, Fall 2026
MU106	Music Theory I ▶	3.00	Fall 2026
MU107	Music Theory II ▶	3.00	Spring 2026 Prereq: MU106 Music Theory I.
MU127	Introduction To Jazz/Jazz Rock	3.00	Spring 2026, Fall 2026
MU206	Music Theory III	3.00	Fall 2026 Prereq: MU107 Music Theory II.

MU207	Music Theory IV	3.00	Spring 2026 Prereq: MU206 Music Theory III.
PE105	Personal and Community Health ▶	3.00	Spring 2026, Summer 2026, Fall 2026
PE122	Rhythms I	2.00	Fall 2026
PE123	Rhythms II	2.00	Spring 2026
PE126	Conditioning & Fitness Concepts I	1.00	Spring 2026, Summer 2026, Fall 2026
PE127	Conditioning & Fitness Concepts II	1.00	Spring 2026, Summer 2026, Fall 2026 Prereq: PE126 Conditioning & Fitness Concepts I.
PE173	Fitness for Life	1.00	Spring 2026, Summer 2026, Fall 2026
PL101	Introduction to Philosophy ▶	3.00	Spring 2026, Summer 2026, Fall 2026
PL103	Logic and Critical Thinking ▶	3.00	Spring 2026, Fall 2026
PL104	Ethics ▶	3.00	Spring 2026, Summer 2026, Fall 2026
PL105	Death and Dying	3.00	Spring 2026, Summer 2026, Fall 2026
PS100	General Psychology ▶	3.00	Spring 2026, Summer 2026, Fall 2026
PS101	Human Relations	3.00	Spring 2026, Summer 2026, Fall 2026
PS102	Human Growth and Development ▶	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: PS100 General Psychology.
PS201	Psychology of Personality	3.00	Spring 2026, Fall 2026 Prereq: PS100 General Psychology with grade of C or higher.
PS202	Abnormal Psychology	3.00	Spring 2026, Summer 2026, Fall 2026 Prereq: PS100 General Psychology.
PY102	Weather and Climate	3.00	Spring 2026
PY103	Physical Geology ▶	3.00	Spring 2026, Summer 2026, Fall 2026
PY104L	Physical Geology Lab ▶	1.00	Spring 2026, Summer 2026, Fall 2026 Prereq: PY103 Physical Geology.
PY110	Physical Science ▶	5.00	Spring 2026, Fall 2026
PY112	General Physics I ▶	5.00	Fall 2026 Prereq: MA106 College Algebra or higher math.
PY113	General Physics II ▶	5.00	Spring 2026 Prereq: PY112 Gen Physics I.
PY201	Engineering Physics I ▶	5.00	Fall 2026 Prereq: MA111 Analytical Geometry & Calculus I, or MA112H Honors Analytical Geometry & Calculus.
PY202	Engineering Physics II ▶	5.00	Spring 2026 Prereq: PY201 Eng Phys I with grade of C or better.
RE101	New Testament Literature ▶	3.00	Spring 2026, Fall 2026
RE102	Old Testament Literature ▶	3.00	Fall 2026
RE106	Introduction to World Religions ▶	3.00	Spring 2026
SH101	Public Speaking ▶	3.00	Spring 2026, Summer 2026, Fall 2026
SH103	Oral Interpretation	3.00	Spring 2026
SH122	Voice and Diction ▶	3.00	
SH210	Interpersonal Communication ▶	3.00	Spring 2026, Summer 2026, Fall 2026
SO100	Fundamentals of Sociology ▶	3.00	Spring 2026, Summer 2026, Fall 2026
SO101	Marriage and Family ▶	3.00	Spring 2026, Summer 2026, Fall 2026
SO103	Stress Management	1.00	Spring 2026, Summer 2026, Fall 2026
SO104	Assertiveness Training	2.00	Spring 2026, Summer 2026, Fall 2026
SO111	Cultural Anthropology ▶	3.00	Spring 2026, Summer 2026, Fall 2026
SO113	Cultural Diversity ▶	3.00	Spring 2026, Fall 2026
SO122	Introduction to Social Work ▶	3.00	Spring 2026, Fall 2026
SO201	Social Problems ▶	3.00	Spring 2026 Prereq: SO100 Fundamentals of Sociology.
SP100	Workplace Spanish	2.00	

SP101	Elementary Spanish I ▶	5.00	Spring 2026, Summer 2026, Fall 2026
SP102	Elementary Spanish II ▶	5.00	Spring 2026, Fall 2026 Prereq: SP101 Elementary Spanish I.
TH115	Theatre Appreciation ▶	3.00	Spring 2026, Fall 2026
TH116	Acting I ▶	3.00	Fall 2026
TH118	Stagecraft ▶	3.00	Fall 2026
TH119	Stage Makeup	3.00	Fall 2026
TH121	Acting II ▶	3.00	Fall 2026 Prereq: TH116 Acting I with a grade of C or better.
TH122	Voice and Diction ▶	3.00	
TH123	Theatre Practicum I ▶	1.00	Spring 2026, Fall 2026
TR100	Technical Math	3.00	Spring 2026, Fall 2026
TR120	Work Ethics	2.00	Spring 2026, Fall 2026

**Total Credits: 60.00**