# Business Admin Technologies - Office Support - AAS

Degree Pathway

## Required Courses

**(BU100) Small Business Accounting** - 3 Credit Hours
**(BU106) Calculating Machines** - 1 Credit Hours
**(BU110) Records Management** - 2 Credit Hours
**(BU121) Customer Service/Professional Image** - 3 Credit Hours
**(BU128) Business Document Preparation** - 3 Credit Hours
**(BU214) Word Processing: Microsoft Word for Windows** - 3 Credit Hours
**(BU217) Spreadsheet Management** - 3 Credit Hours
**(BU218) Database Management** - 3 Credit Hours
**(BU224) Human Resources Basics** - 3 Credit Hours
**(IS100) Cybersecurity Application** - 3 Credit Hours
**(IS113) Desktop Publishing** - 3 Credit Hours

## Additional Pathway Electives

**Business Electives-BAT Office Support** - 15 credits required
**General Education Options** - 15 credits required

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Scan QR Code to view all course and elective options!