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Business Admin Technologies - Office Support - AAS

Semester-by-Semester 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. Not all courses are offered each semester.

( ) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Semester 1 - Fall				
Complete	**Course ID**	**Course Title**	**Credit Hours**	**Notes**
Required Courses				
	BU121	Customer Service/Professional Image	3.00	Fall 2026, Spring 2027, Summer 2027
	BU128	Business Document Preparation	3.00	Fall 2026, Spring 2027
Electives				
	Business Electives-BAT Office Support		3.00	
	General Education Options		6.00	
		Semester Total:	**15.00**	

Semester 2 - Spring				
Complete	**Course ID**	**Course Title**	**Credit Hours**	**Notes**
Required Courses				
	BU100	Small Business Accounting	3.00	Fall 2026, Spring 2027, Summer 2027
	BU214	Word Processing: Microsoft Word for Windows	3.00	Fall 2026, Spring 2027
	BU217	Spreadsheet Management	3.00	Fall 2026, Spring 2027
	BU224	Human Resources Basics	3.00	Fall 2026, Spring 2027
Electives				
	General Education Options		3.00	
		Semester Total:	**15.00**	

Semester 3 - Fall				
Complete	**Course ID**	**Course Title**	**Credit Hours**	**Notes**
Required Courses				
	BU106	Calculating Machines	1.00	Fall 2026, Spring 2027
	BU218	Database Management	3.00	Fall 2026, Spring 2027
Electives				
	Business Electives-BAT Office Support		5.00	

	General Education Options	6.00	
	Semester Total:	**15.00**	

Semester 4 - Spring				
Complete	**Course ID**	**Course Title**	**Credit Hours**	**Notes**
Required Courses				
	BU110	Records Management	2.00	Fall 2026, Spring 2027
	IS100	Cybersecurity Application	3.00	Fall 2026, Spring 2027, Summer 2027
	IS113	Desktop Publishing	3.00	Spring 2027
Electives				
	Business Electives-BAT Office Support		7.00	
		Semester Total:	**15.00**	

Total Credits: **60.00**

*Semester offerings reflect the current academic year.

Business Electives-BAT Office Support			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BU101	Accounting I	3.00	Fall 2026, Spring 2027, Summer 2027
BU101H	Honors Accounting I	3.00	
BU102	Accounting II	3.00	Fall 2026, Spring 2027, Summer 2027 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	3.00	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	3.00	Fall 2026, Spring 2027, Summer 2027
BU105H	Honors Introduction to Business	3.00	
BU110	Records Management	2.00	Fall 2026, Spring 2027
BU141	Sales Management	3.00	Fall 2026, Spring 2027, Summer 2027
BU142	Retailing	3.00	Fall 2026
BU145	Advertising	3.00	Fall 2026, Spring 2027, Summer 2027
★ BU147	Internship I	2.00	Fall 2026, Spring 2027, Summer 2027
★ BU148	Internship II	2.00	Fall 2026, Spring 2027, Summer 2027
BU149	Internship III	2.00	Fall 2026, Spring 2027, Summer 2027
BU156	Developing the Business Plan	1.00	Fall 2026, Spring 2027
BU201	Managerial Accounting	3.00	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027
BU202H	Honors Marketing	3.00	
BU204	Small Business Management	3.00	Spring 2027, Summer 2027 Prereq: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.
BU205	Business Law I	3.00	Fall 2026, Spring 2027
BU218	Database Management	3.00	Fall 2026, Spring 2027
HR103	Health Information Processes	4.00	Fall 2026, Spring 2027
HR105	Medical Terminology	3.00	Fall 2026, Spring 2027, Summer 2027
HR202	ICD-10 Coding for Long Term Care	2.00	Fall 2026, Spring 2027 Prereq: HR222 ICD-10-CM/PCS Coding I, or HIM Acceptance.
HR203	HIM Virtual Lab I	1.00	Fall 2026, Spring 2027 Prereq: HR103 Health Information Processes, and HR107 Legal Aspects of Health Information.
HR208	Quality Improvement in Healthcare	2.00	Fall 2026, Spring 2027 Prereq: IS104 Microcomputer Applications, or Departmental Consent.
HR210	CPT Coding	2.00	Fall 2026, Spring 2027 Prereq: HR105 Medical Terminology, or Departmental Consent, and HR222 ICD-10-CM/PCS Coding I.
HR211	HIM Virtual Lab II	1.00	Fall 2026, Spring 2027, Summer 2027 Prereq: HR222 ICD-10-CM/PCS Coding I, and HR214 Health Statistics.
HR212	Pathophysiology	4.00	Fall 2026, Spring 2027, Summer 2027 Prereq: HR105 Medical Terminology, and BI103 Human A&P.
HR215	HIM Clinical Affiliation	2.00	Fall 2026, Spring 2027, Summer 2027 Prereq: Departmental Consent.
HR216	Reimbursement Methodologies	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent, and HR210 CPT Coding.
HR217	Health Record Lab I	1.00	Fall 2026, Spring 2027 Prereq: HR107 Legal Aspects of Health Information, and HR214 Health Statistics.
HR218	Health Record Lab II	1.00	Fall 2026, Spring 2027

			Prereq: HR208 Quality Improvement in Healthcare, or Departmental Consent, and HR216 Reimbursement Methodologies.
HR222	ICD-10-CM/PCS Coding I	4.00	Fall 2026, Spring 2027 Prereq: HR105 Medical Terminology, or Departmental Consent, and BI103 Human A&P.
HR223	ICD-10-CM/PCS Coding II	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.
HR224	Coding Lab	1.00	Fall 2026, Spring 2027, Summer 2027 Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.
HR225	Health Record Coding Practicum	1.00	Fall 2026, Spring 2027, Summer 2027 Prereq: Departmental Consent.
HR228	Statistics and Analytics	2.00	Fall 2026, Spring 2027 Prereq: HR214 Health Statistics, and IS104 Microcomputer Applications.
IS120	Vector Graphics	3.00	Fall 2026
IS135	Essentials of Web Interaction	2.00	Fall 2026, Spring 2027, Summer 2027
IS148	CompTIA A+ Core 1	3.00	Fall 2026, Spring 2027
IS149	CompTIA A+ Core 2	3.00	Fall 2026, Spring 2027 Prereq: IS148 CompTIA A+ Core 1 with grade of C or better.
IS160	Cloud Computing	3.00	Spring 2027 Prereq: IS182 Cisco CCNA I/Networking I, or Departmental Consent.
IS182	Cisco CCNA I/Networking I	3.00	Fall 2026, Spring 2027, Summer 2027
IS183	Cisco CCNA II	3.00	Spring 2027 Prereq: IS182 Cisco CCNA I/Networking I.
IS184	Cisco CCNA III	3.00	Spring 2027 Prereq: IS183 Cisco CCNA II.
IS201	Database I	1.00	
IS202	Database II	1.00	Prereq: IS201 Database I with a grade of C or better.
IS210	Computer Internship I	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: Departmental Consent, and a GPA of 2.5 or higher, and IS149 CompTIA A+ Core 2.
IS211	Computer Support Internship II	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: IS210 Computer Internship I.
IS215	Web Development Platform	3.00	Fall 2026, Spring 2027 Prereq: IS228 Data Base Structures, or Departmental Consent.
IS224	Networking II	3.00	Fall 2026, Spring 2027 Prereq: IS182 Cisco CCNA I/Networking I.
IS225	Website Coding	2.00	Fall 2026, Spring 2027 Prereq: IS135 Essentials of Web Interaction, or Departmental Consent.
IS228	Database Structures	3.00	Fall 2026, Spring 2027
IS235	Elements of Linux	3.00	Fall 2026, Spring 2027
IS237	Server Operating Systems and Virtualization	3.00	Fall 2026, Spring 2027 Prereq: IS235 Elements of Linux, or Departmental Consent, and IS182 Cisco CCNA I/Networking I.
IS240	Fundamentals of Network Security	3.00	Fall 2026, Spring 2027 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 2027
IS252	Social Media Platform	3.00	Fall 2026, Spring 2027
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	Fall 2026, Spring 2027 Prereq: IS225 Website Coding.
IS280	Computer Forensics	3.00	Spring 2027 Prereq: IS148 CompTIA A+ Core 1 with grade of C or better, and Departmental Consent, and IS182 Cisco CCNA I/Networking I.
IS281	Control Systems Security	3.00	Spring 2027 Prereq: IS182 Cisco CCNA I/Networking I, and Departmental Consent.
IS282	Secure Coding	3.00	Fall 2026 Prereq: CS200 Problem Solving and Programming, and Departmental Consent.
LA114	Paralegal Internship	3.00	Spring 2027
LA130	Law and the Legal Assistant	3.00	Fall 2026, Spring 2027

LA131	Litigation	3.00	Fall 2026
LA132	Elder Law	3.00	Summer 2027
LA134	Family Law	3.00	Spring 2027
LA135	Wills, Estates, and Trusts	3.00	Spring 2027
LA230	E-discovery and Litigation	3.00	
LA231	Introduction to Legal Research and Writing	3.00	Fall 2026, Spring 2027
LA234	Administrative Law	3.00	Summer 2027
LA235	Personal Injury and Civil Wrongs	3.00	Spring 2027
LA239	Bankruptcy Law	3.00	Fall 2026

General Education Options			
Course ID	**Course Title**	**Credit Hours**	**Notes**
AR101	Art Appreciation	3.00	Fall 2026, Spring 2027, Summer 2027
AR104	Art History: Paleolithic to Medieval	3.00	Fall 2026
AR105	Art History: Renaissance to Modern	3.00	Spring 2027
AR106	Art in the Elementary Classroom	3.00	Fall 2026, Spring 2027
AR110	Drawing I	3.00	Fall 2026
BI100	Basic Concepts for Allied Health Studies	1.00	Fall 2026, Spring 2027, Summer 2027
BI101	General Biology	4.00	Fall 2026, Spring 2027, Summer 2027
BI102	Ecology of Environmental Problems	3.00	Spring 2027
BI103	Human Anatomy and Physiology	6.00	Fall 2026, Spring 2027, Summer 2027 Prereq: BI100 or BI101 or BI104 or BI105 or BI112 w/Grade of C.
BI104	Biology I	5.00	Fall 2026, Spring 2027
BI105	Biology II	5.00	Spring 2027 Prereq: BI101 General Biology, or Departmental Consent, or BI104 Biology I.
BI112	General Microbiology	4.00	Fall 2026, Spring 2027, Summer 2027 Prereq: (BI101,BI103,BI104,BI105)BI107 is not a valid prereq code.
BI115	Basic Radiation Biology	2.00	Spring 2027 Prereq: BI103 Human A&P.
BU105	Introduction to Business	3.00	Fall 2026, Spring 2027, Summer 2027
★ BU107	Personal Finance	3.00	Fall 2026, Spring 2027, Summer 2027
★ BU108	Business Mathematics	3.00	Fall 2026, Spring 2027, Summer 2027
★ BU109	Business Communications	3.00	Fall 2026, Spring 2027, Summer 2027
BU118	Introduction to Leadership	3.00	Fall 2026, Spring 2027
CH101	General Chemistry	5.00	Fall 2026, Spring 2027, Summer 2027 Prereq: MA106 College Algebra, or MA117 Contemporary Math, or MA108 Elements of Statistics.
CH105	Chemistry I	5.00	Fall 2026, Spring 2027 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	5.00	Spring 2027 Prereq: CH105 Chemistry I with a C or Higher.
CH108	Principles of Organic and Biochemistry	5.00	Fall 2026 Prereq: CH105 Chemistry I, or Departmental Consent.
CH201	Organic Chemistry I	5.00	Fall 2026 Prereq: CH106 Chemistry II.
CH202	Organic Chemistry II	5.00	Spring 2027 Prereq: CH201 Organic Chemistry I.
★ EC100	Macroeconomics	3.00	Fall 2026, Spring 2027, Summer 2027
EC101	Microeconomics	3.00	Fall 2026, Spring 2027, Summer 2027

ED105	Success Seminar/College Orientation	1.00	Fall 2026, Spring 2027, Summer 2027
ED201	Introduction to Education	3.00	Fall 2026, Spring 2027 Prereq: a GPA of 2.5 or higher, and PS100 General Psychology.
ED201L	Introduction to Education Practicum	1.00	Fall 2026, Spring 2027 Prereq: a GPA of 2.5 or higher, and PS100 General Psychology.
EN101	English Composition IA	3.00	Fall 2026, Spring 2027, Summer 2027 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	3.00	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027
EN108	Career and Technical Writing	3.00	Fall 2026, Spring 2027
EN120	Children's Literature	3.00	Fall 2026, Spring 2027
EN121	World Mythology	3.00	Spring 2027 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	3.00	Fall 2026, Spring 2027
EN201	Introduction to Literature	3.00	Fall 2026, Summer 2027 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 2027 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 2027 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	Fall 2026, Spring 2027 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	Spring 2027
GE101	World Geography	3.00	Fall 2026, Spring 2027, Summer 2027
GO100	American Government	3.00	Fall 2026, Spring 2027, Summer 2027
GO101	State and Local Government	3.00	
GO102	International Relations	3.00	Spring 2027
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	Fall 2026, Spring 2027, Summer 2027
HI102	American History 1865-Present	3.00	Fall 2026, Spring 2027, Summer 2027
HI103	World History to 1600	3.00	Fall 2026, Spring 2027, Summer 2027
HI104	World History Since 1600	3.00	Fall 2026, Spring 2027, Summer 2027
HI122	Film History of World War II	3.00	
HI201	Topics in History	3.00	Spring 2027
IS103	Microcomputer Literacy	2.00	
IS104	Microcomputer Applications	3.00	Fall 2026, Spring 2027, Summer 2027
JL101	Introduction to Mass Communications	3.00	Fall 2026, Spring 2027, Summer 2027
LE101	Introduction to Criminal Justice	3.00	Fall 2026, Spring 2027
MA106	College Algebra	3.00	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027, Summer 2027 Prereq: MA111 with a grade of C or higher.
MA117	Contemporary Math	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: HS GPA over 3.0, or Accuplacer NG QuantReason, Alg, Stats Score 255 or Above, or ACT Math Score of 19 or Higher.
MA201	Analytical Geometry and Calculus III	5.00	Fall 2026, Summer 2027 Prereq: MA113 with a grade of C or higher.
MA206	Differential Equations	3.00	Spring 2027 Prereq: MA113 with a grade of C or higher.
MU101	Music Appreciation	3.00	Fall 2026, Spring 2027, Summer 2027
MU106	Music Theory I	3.00	Fall 2026
MU107	Music Theory II	3.00	Spring 2027 Prereq: MU106 Music Theory I.
MU127	Introduction To Jazz/Jazz Rock	3.00	Fall 2026, Spring 2027
MU206	Music Theory III	3.00	Fall 2026 Prereq: MU107 Music Theory II.
MU207	Music Theory IV	3.00	Spring 2027 Prereq: MU206 Music Theory III.
PE105	Personal and Community Health	3.00	Fall 2026, Spring 2027, Summer 2027
PE122	Rhythms I	2.00	Fall 2026
PE123	Rhythms II	2.00	Spring 2027
PE126	Conditioning & Fitness Concepts I	1.00	Fall 2026, Spring 2027
PE127	Conditioning & Fitness Concepts II	1.00	Fall 2026, Spring 2027 Prereq: PE126 Conditioning & Fitness Concepts I.
PE173	Fitness for Life	1.00	Fall 2026, Spring 2027, Summer 2027
PL101	Introduction to Philosophy	3.00	Fall 2026, Spring 2027, Summer 2027
PL103	Logic and Critical Thinking	3.00	Fall 2026, Spring 2027
PL104	Ethics	3.00	Fall 2026, Spring 2027, Summer 2027
PL105	Death and Dying	3.00	Fall 2026, Spring 2027, Summer 2027
PS100	General Psychology	3.00	Fall 2026, Spring 2027, Summer 2027
PS101	Human Relations	3.00	Fall 2026, Spring 2027, Summer 2027
PS102	Human Growth and Development	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: PS100 General Psychology.
PS201	Psychology of Personality	3.00	Fall 2026, Spring 2027 Prereq: PS100 General Psychology with grade of C or higher.
PS202	Abnormal Psychology	3.00	Fall 2026, Spring 2027, Summer 2027 Prereq: PS100 General Psychology.
PY102	Weather and Climate	3.00	Spring 2027
PY103	Physical Geology	3.00	Fall 2026, Spring 2027, Summer 2027
PY104L	Physical Geology Lab	1.00	Fall 2026, Spring 2027, Summer 2027 Prereq: PY103 Physical Geology.
PY110	Physical Science	5.00	Fall 2026, Spring 2027
PY112	General Physics I	5.00	Fall 2026 Prereq: MA106 College Algebra or higher math.
PY113	General Physics II	5.00	Spring 2027

			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 2027 Prereq: PY201 Eng Phys I with grade of C or better.
RE101	New Testament Literature	3.00	Fall 2026, Spring 2027
RE102	Old Testament Literature	3.00	Fall 2026
RE106	Introduction to World Religions	3.00	Spring 2027
SH101	Public Speaking	3.00	Fall 2026, Spring 2027, Summer 2027
SH103	Oral Interpretation	3.00	
SH122	Voice and Diction	3.00	Spring 2027
SH210	Interpersonal Communication	3.00	Fall 2026, Spring 2027, Summer 2027
SO100	Fundamentals of Sociology	3.00	Fall 2026, Spring 2027, Summer 2027
SO101	Marriage and Family	3.00	Fall 2026, Spring 2027, Summer 2027
SO103	Stress Management	1.00	Fall 2026, Spring 2027, Summer 2027
SO104	Assertiveness Training	2.00	Fall 2026, Spring 2027, Summer 2027
SO111	Cultural Anthropology	3.00	Fall 2026, Spring 2027, Summer 2027
SO113	Cultural Diversity	3.00	Fall 2026, Spring 2027
SO122	Introduction to Social Work	3.00	Fall 2026, Spring 2027
SO201	Social Problems	3.00	Spring 2027, Summer 2027 Prereq: SO100 Fundamentals of Sociology.
SP100	Workplace Spanish	2.00	
SP101	Elementary Spanish I	5.00	Fall 2026, Spring 2027, Summer 2027
SP102	Elementary Spanish II	5.00	Fall 2026, Spring 2027 Prereq: SP101 Elementary Spanish I.
TH115	Theatre Appreciation	3.00	Fall 2026, Spring 2027
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	Spring 2027
TH123	Theatre Practicum I	1.00	Fall 2026, Spring 2027
TR100	Technical Math	3.00	Fall 2026, Spring 2027
TR120	Work Ethics	2.00	Fall 2026, Spring 2027