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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.

(T) 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, Spring, Summer
	BU128	Intermediate Keyboarding	3.00	Fall, Spring
	BU129	Production Keyboarding	3.00	Fall, Spring
Electives				
	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, Spring, Summer
	BU214	Word Processing: Microsoft Word for Windows	3.00	Fall, Spring
	BU217	Spreadsheet Management	3.00	Fall, Spring
	BU224	Human Resources Basics	3.00	Fall, Spring
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, Spring
	BU218	Database Management	3.00	Fall, Spring
Electives				
	Business Electives-BAT Office Support		5.00	

	<b>General Education Options</b>	6.00	
<b>Semester Total:</b>		<b>15.00</b>	

Semester 4 - Spring				
Complete	Course ID	Course Title	Credit Hours	Notes
Required Courses				
	BU110	Records Management	2.00	Fall, Spring
	IS100	Cybersecurity Application	3.00	Fall, Spring
	IS113	Desktop Publishing	3.00	Spring
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, Spring, Summer
BU101H	Honors Accounting I ▶	3.00	Fall, Spring
BU102	Accounting II ▶	3.00	Fall, Spring, Summer 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	Fall, Spring 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, Spring, Summer
BU105H	Honors Introduction to Business ▶	3.00	
BU110	Records Management	2.00	Fall, Spring
BU141	Sales Management	3.00	Fall, Spring, Summer
BU142	Retailing	3.00	Fall, Spring
BU145	Advertising	3.00	Fall, Spring, Summer
★ BU147	Internship I	2.00	Fall, Spring, Summer
★ BU148	Internship II	2.00	Fall, Spring, Summer
BU149	Internship III	2.00	Fall, Spring, Summer
BU156	Developing the Business Plan	1.00	Fall, Spring
BU201	Managerial Accounting ▶	3.00	Fall, Spring, Summer Prereq: BU102 with a C or higher or BA102 with a C or higher.
BU201H	Honors Managerial Accounting ▶	3.00	Spring Prereq: BU102 with a C or higher or BA102 with a C or higher.
BU202	Marketing ▶	3.00	Fall, Spring
BU202H	Honors Marketing	3.00	
BU204	Small Business Management	3.00	Spring, Summer Prereq: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.
BU205	Business Law I ▶	3.00	Fall, Spring
BU218	Database Management	3.00	Fall, Spring
HR103	Health Information Processes	4.00	Fall, Spring
HR105	Medical Terminology ▶	3.00	Fall, Spring, Summer
HR202	ICD-10 Coding for Long Term Care	2.00	Fall, Spring, Summer Prereq: HR222 ICD-10-CM/PCS Coding I, or HIM Acceptance.
HR203	HIM Virtual Lab I	1.00	Fall, Spring, Summer Prereq: HR103 Health Information Processes, and HR107 Legal Aspects of Health Information.
HR208	Quality Improvement in Healthcare	2.00	Fall, Spring, Summer Prereq: IS104 Microcomputer Applications, or Departmental Consent.
HR210	CPT Coding	2.00	Fall, Spring, Summer Prereq: HR105 Medical Terminology, or Departmental Consent, and HR222 ICD-10-CM/PCS Coding I.
HR211	HIM Virtual Lab II	1.00	Fall, Spring, Summer Prereq: HR222 ICD-10-CM/PCS Coding I, and HR214 Health Statistics.
HR212	Pathophysiology	4.00	Fall, Spring, Summer Prereq: HR105 Medical Terminology, and BI103 Human A&P.
HR215	HIM Clinical Affiliation	2.00	Fall, Spring, Summer Prereq: Departmental Consent.
HR216	Reimbursement Methodologies	3.00	Fall, Spring, Summer Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent, and HR210 CPT Coding.

HR217	Health Record Lab I	1.00	Fall, Spring, Summer Prereq: HR107 Legal Aspects of Health Information, and HR214 Health Statistics.
HR218	Health Record Lab II	1.00	Fall, Spring, Summer Prereq: HR208 Quality Improvement in Healthcare, or Departmental Consent, and HR216 Reimbursement Methodologies.
HR222	ICD-10-CM/PCS Coding I	4.00	Fall, Spring, Summer Prereq: HR105 Medical Terminology, or Departmental Consent, and BI103 Human A&P.
HR223	ICD-10-CM/PCS Coding II	3.00	Fall, Spring, Summer Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.
HR224	Coding Lab	1.00	Fall, Spring, Summer Prereq: HR222 ICD-10-CM/PCS Coding I, or Departmental Consent.
HR225	Health Record Coding Practicum	1.00	Fall, Spring, Summer Prereq: Departmental Consent.
HR228	Statistics and Analytics	2.00	Fall, Spring, Summer Prereq: HR214 Health Statistics, and IS104 Microcomputer Applications.
IS120	Vector Graphics	3.00	Fall
IS135	Essentials of Web Interaction	2.00	Fall, Spring, Summer
IS148	CompTIA A+ Core 1	3.00	Fall, Spring
IS149	CompTIA A+ Core 2	3.00	Fall, Spring Prereq: IS148 CompTIA A+ Core 1 with grade of C or better.
IS182	Cisco CCNA I/Networking I	3.00	Fall, Spring, Summer
IS183	Cisco CCNA II	3.00	Spring Prereq: IS182 Cisco CCNA I/Networking I.
IS184	Cisco CCNA III	3.00	Prereq: IS183 Cisco CCNA II.
IS201	Database I	1.00	Fall, Spring, Summer
IS202	Database II	1.00	Fall, Spring, Summer Prereq: IS201 Database I with a grade of C or better.
IS210	Computer Internship I	3.00	Fall, Spring, Summer 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, Spring, Summer Prereq: IS210 Computer Internship I.
IS215	Web Development Platform	3.00	Fall, Spring Prereq: IS228 Data Base Structures, or Departmental Consent.
IS224	Networking II	3.00	Fall, Spring Prereq: IS182 Cisco CCNA I/Networking I.
IS225	Website Coding	2.00	Fall, Spring Prereq: IS135 Essentials of Web Interaction, or Departmental Consent.
IS228	Database Structures	3.00	Fall, Spring
IS235	Elements of Linux	3.00	Fall, Spring
IS237	Server Operating Systems and Virtualization	3.00	Fall, Spring Prereq: IS235 Elements of Linux, or Departmental Consent, and IS182 Cisco CCNA I/Networking I.
IS240	Fundamentals of Network Security	3.00	Fall, Spring 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
IS252	Social Media Platform	3.00	Fall, Spring
IS255	Graphic Arts Technology Capstone	3.00	Spring Prereq: AR135 or JP119 Advanced Digital Imagery, and IS120 Vector Graphics, and IS113 Desktop Publishing.
IS264	JavaScript	3.00	Fall Prereq: IS225 Website Coding.
IS280	Computer Forensics	3.00	Spring 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 Prereq: IS182 Cisco CCNA I/Networking I, and Departmental Consent, and IS212 Networking I.
IS282	Secure Coding	3.00	Fall

			Prereq: CS200 Problem Solving and Programming, and Departmental Consent.
LA114	Paralegal Internship	3.00	Fall, Spring
LA130	Law and the Legal Assistant	3.00	Fall, Spring
LA131	Litigation	3.00	Fall
LA132	Elder Law	3.00	
LA134	Family Law	3.00	Spring
LA135	Wills, Estates, and Trusts	3.00	Spring
LA230	E-discovery and Litigation	3.00	
LA231	Introduction to Legal Research and Writing	3.00	Fall, Spring
LA234	Administrative Law	3.00	
LA235	Personal Injury and Civil Wrongs	3.00	Spring
LA239	Bankruptcy Law	3.00	Fall

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

CH202	Organic Chemistry II 	5.00	Spring Prereq: CH201 Organic Chemistry I.
★ EC100	Macroeconomics 	3.00	Fall, Spring, Summer
EC101	Microeconomics 	3.00	Fall, Spring, Summer
ED105	Success Seminar/College Orientation	1.00	Fall, Spring, Summer
ED201	Introduction to Education 	3.00	Fall, Spring Prereq: a GPA of 2.5 or higher, and PS100 General Psychology.
ED201L	Introduction to Education Practicum 	1.00	Fall, Spring Prereq: a GPA of 2.5 or higher, and PS100 General Psychology.
EN100	English Composition IB 	3.00	Fall, Spring, Summer Prereq: EN098 Intro to College Writing with a grade of C or higher, or Accuplacer Next Generation Writing Score of 240 to 254, or HS GPA over 2.25, or ACT English Score of 17 to 19.
EN101	English Composition IA 	3.00	Fall, Spring, Summer 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, Spring, Summer 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, Spring
EN108	Career and Technical Writing	3.00	Fall, Spring
EN120	Children's Literature 	3.00	Fall, Spring
EN121	World Mythology	3.00	Spring 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, Spring
EN201	Introduction to Literature 	3.00	Fall, Spring, Summer 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	Fall 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 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 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 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, Spring Prereq: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.
GE101	World Geography 	3.00	Fall, Spring, Summer
GO100	American Government 	3.00	Fall, Spring, Summer
GO101	State and Local Government 	3.00	
GO102	International Relations 	3.00	Spring
GO110	Introduction to Political Science 	3.00	Fall
GO110H	Honors Introduction to Political Science 	3.00	Fall
HI101	American History 1492-1865 	3.00	Fall, Spring, Summer
HI102	American History 1865-Present 	3.00	Fall, Spring, Summer
HI103	World History to 1600 	3.00	Fall, Spring, Summer
HI104	World History Since 1600 	3.00	Fall, Spring, Summer
HI122	Film History of World War II	3.00	Spring
HI201	Topics in History	3.00	Spring
IS103	Microcomputer Literacy	2.00	Fall, Spring, Summer

IS104	Microcomputer Applications ▶	3.00	Fall, Spring, Summer
JL101	Introduction to Mass Communications ▶	3.00	Fall, Spring, Summer
LE101	Introduction to Criminal Justice ▶	3.00	Fall, Spring
MA106	College Algebra ▶	3.00	Fall, Spring, Summer 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, Spring, Summer 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, Spring, Summer 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, Spring, Summer 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, Spring, Summer 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, Spring, Summer Prereq: MA111 with a grade of C or higher.
MA117	Contemporary Math ▶	3.00	Fall, Spring, Summer
MA201	Analytical Geometry and Calculus III	5.00	Fall, Summer Prereq: MA113 with a grade of C or higher.
MA206	Differential Equations ▶	3.00	Fall, Spring Prereq: MA113 with a grade of C or higher.
MU101	Music Appreciation ▶	3.00	Fall, Spring, Summer
MU106	Music Theory I ▶	3.00	Fall
MU107	Music Theory II ▶	3.00	Spring Prereq: MU106 Music Theory I.
MU127	Introduction To Jazz/Jazz Rock	3.00	Fall, Spring
MU206	Music Theory III	3.00	Fall Prereq: MU107 Music Theory II.
MU207	Music Theory IV	3.00	Spring Prereq: MU206 Music Theory III.
PE105	Personal and Community Health ▶	3.00	Fall, Spring, Summer
PE122	Rhythms I	2.00	Fall
PE123	Rhythms II	2.00	Spring
PE126	Conditioning and Fitness Concepts I	1.00	Fall, Spring, Summer
PE127	Conditioning and Fitness Concepts II	1.00	Fall, Spring, Summer Prereq: PE126 Conditioning & Fitness Concepts I.
PE173	Fitness for Life	1.00	Fall, Spring, Summer
PL101	Introduction to Philosophy ▶	3.00	Fall, Spring, Summer
PL103	Logic and Critical Thinking ▶	3.00	Fall, Spring
PL104	Ethics ▶	3.00	Fall, Spring, Summer
PL105	Death and Dying	3.00	Fall, Spring, Summer
PS100	General Psychology ▶	3.00	Fall, Spring, Summer
PS101	Human Relations	3.00	Fall, Spring, Summer
PS102	Human Growth and Development ▶	3.00	Fall, Spring, Summer Prereq: PS100 General Psychology.
PS201	Psychology of Personality	3.00	Fall, Spring Prereq: PS100 General Psychology with grade of C or higher.
PS202	Abnormal Psychology	3.00	Fall, Spring, Summer Prereq: PS100 General Psychology.
PY102	Weather and Climate	3.00	Spring
PY103	Physical Geology ▶	3.00	Fall, Spring, Summer
PY104L	Physical Geology Lab ▶	1.00	Fall, Spring, Summer

PY110	Physical Science ▶	5.00	Fall, Spring
PY112	General Physics I ▶	5.00	Fall, Spring Prereq: MA106 College Algebra or higher math.
PY113	General Physics II ▶	5.00	Spring Prereq: PY112 Gen Physics I.
PY201	Engineering Physics I ▶	5.00	Fall Prereq: MA111 Analytical Geometry & Calculus I, or MA112H Honors Analytical Geometry & Calculus.
PY202	Engineering Physics II ▶	5.00	Spring Prereq: PY201 Eng Phys I with grade of C or better.
RE101	New Testament Literature ▶	3.00	Spring
RE102	Old Testament Literature ▶	3.00	Fall
RE106	Introduction to World Religions ▶	3.00	Spring
SH101	Public Speaking ▶	3.00	Fall, Spring, Summer
SH103	Oral Interpretation	3.00	Spring
SH122	Voice and Diction ▶	3.00	Fall
SH210	Interpersonal Communication ▶	3.00	Fall, Spring, Summer
SO100	Fundamentals of Sociology ▶	3.00	Fall, Spring, Summer
SO101	Marriage and Family ▶	3.00	Fall, Spring, Summer
SO103	Stress Management	1.00	Fall, Spring, Summer
SO104	Assertiveness Training	2.00	Fall, Spring, Summer
SO111	Cultural Anthropology ▶	3.00	Fall, Spring, Summer
SO113	Cultural Diversity ▶	3.00	Fall, Spring
SO122	Introduction to Social Work ▶	3.00	Fall
SO201	Social Problems ▶	3.00	Spring, Summer Prereq: SO100 Fundamentals of Sociology.
SP100	Workplace Spanish	2.00	
SP101	Elementary Spanish I ▶	5.00	Fall, Spring, Summer
SP102	Elementary Spanish II ▶	5.00	Fall, Spring Prereq: SP101 Elementary Spanish I, or Departmental Consent, or SP104 Spanish II.
TH115	Theatre Appreciation ▶	3.00	Fall, Spring, Summer
TH116	Acting I ▶	3.00	Fall
TH118	Stagecraft ▶	3.00	Fall
TH119	Stage Makeup	3.00	
TH121	Acting II ▶	3.00	Fall Prereq: TH116 Acting I with a grade of C or better.
TH122	Voice and Diction ▶	3.00	Fall
TH123	Theatre Practicum I ▶	1.00	Fall, Spring
TR100	Technical Math	3.00	Fall, Spring
TR120	Work Ethics	2.00	Fall, Spring, Summer