

# BUSINESS ADMIN TECHNOLOGIES - OFFICE SUPPORT - AAS



## Agriculture, Business, Computers and Technology

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For course descriptions and course prerequisites, click on the course id.

### Total Credit Hours

This degree requires 60 credit hours.

### Requirements

| Course                                | Title                                       | Credits |
|---------------------------------------|---------------------------------------------|---------|
| <a href="#">BU100</a>                 | Small Business Accounting                   | 3       |
| <a href="#">BU106</a>                 | Calculating Machines                        | 1       |
| <a href="#">BU110</a>                 | Records Management                          | 2       |
| <a href="#">BU121</a>                 | Customer Service/Professional Image         | 3       |
| <a href="#">BU128</a>                 | Intermediate Keyboarding                    | 3       |
| <a href="#">BU129</a>                 | Production Keyboarding                      | 3       |
| <a href="#">BU214</a>                 | Word Processing: Microsoft Word for Windows | 3       |
| <a href="#">BU217</a>                 | Spreadsheet Management                      | 3       |
| <a href="#">BU218</a>                 | Database Management                         | 3       |
| <a href="#">BU224</a>                 | Human Resources Basics                      | 3       |
| <a href="#">IS100</a>                 | Cybersecurity Application                   | 3       |
| <a href="#">IS113</a>                 | Desktop Publishing                          | 3       |
| Business Electives-BAT Office Support |                                             | 12      |
| General Education Options             |                                             | 15      |