

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 name.

Some Credit Hours

This degree requires 60 credit hours.

First Semester

Course	Title	Credits
BU121	Customer Service/Professional Image	3
BU128	Intermediate Keyboarding	3
BU129	Production Keyboarding	3
General Education Options		6
Semester Total - 15		

Second Semester

Course	Title	Credits
BU100	Small Business Accounting	3
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU224	Human Resources Basics	3
General Education Options		3
Semester Total - 15		

Third Semester

Course	Title	Credits
BU106	Calculating Machines	1
BU218	Database Management	3
Business Electives-BAT Office Support		5
General Education Options		6
Semester Total - 15		

Fourth Semester

Course	Title	Credits
BU110	Records Management	2
IS100	Cybersecurity Application	3
IS113	Desktop Publishing	3

