



# 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
- (BU129) Production Keyboarding** - 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** - 12 credits required
- General Education Options** - 15 credits required

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