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## Business Admin Technologies - Office Support

### Degree Pathway

A Certificate is outlined coursework that is designed to prepare a student to head out into the workforce in a short timeframe or for career advancement. This certificate totals 32 credit hours. Consult with an advisor for more information.

(T) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Required Courses			
Course ID	Course Title	Credit Hours	Notes
BU121	Customer Service/Professional Image	3.00	Spring 2026, Summer 2026, Fall 2026
IS100	Cybersecurity Application	3.00	Spring 2026, Summer 2026, Fall 2026
Electives			
Course ID	Course Title	Credit Hours	Notes
<b>Business Electives-BAT Office Support</b>		<b>8.00</b>	
BU100	Small Business Accounting	3.00	Spring 2026, Summer 2026, Fall 2026
BU106	Calculating Machines	1.00	Spring 2026, Fall 2026
★ BU110	Records Management	2.00	Spring 2026, Fall 2026
BU122	Presentation Software	1.00	
BU147	Internship I	2.00	Spring 2026, Summer 2026, Fall 2026
BU214	Word Processing: Microsoft Word for Windows	3.00	Spring 2026, Fall 2026
BU217	Spreadsheet Management	3.00	Spring 2026, Fall 2026
★ BU218	Database Management	3.00	Spring 2026, Fall 2026
★ BU224	Human Resources Basics	3.00	Spring 2026, Fall 2026
<b>Communications Options-BAT Office Support</b>		<b>6.00</b>	
★ BU109	Business Communications (T)	3.00	Spring 2026, Summer 2026, Fall 2026
EN101	English Composition IA (T)	3.00	Spring 2026, Summer 2026, Fall 2026 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.
★ EN107	Business English Grammar & Composition	3.00	Spring 2026, Fall 2026
EN108	Career and Technical Writing	3.00	Spring 2026, Fall 2026
SH101	Public Speaking (T)	3.00	Spring 2026, Summer 2026, Fall 2026
<b>Keyboarding Options-BAT Office Support</b>		<b>6.00</b>	
BU127	Beginning Keyboarding	3.00	Spring 2026
★ BU128	Business Document Preparation	3.00	Fall 2026
★ BU129	Production Keyboarding	3.00	
<b>Microsoft Office Software Options-BAT Office Support</b>		<b>6.00</b>	
★ BU214	Word Processing: Microsoft Word for Windows	3.00	Spring 2026, Fall 2026

★ BU217	Spreadsheet Management	3.00	Spring 2026, Fall 2026
BU218	Database Management	3.00	Spring 2026, Fall 2026

**Total Credits: 32.00**