www.hutchcc.edu/request-info

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.

( ) 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	Fall 2026, Spring 2027, Summer 2027
BU128	Business Document Preparation	3.00	Fall 2026, Spring 2027
IS100	Cybersecurity Application	3.00	Fall 2026, Spring 2027, Summer 2027
Electives			
Course ID	**Course Title**	**Credit Hours**	**Notes**
Business Electives-BAT Office Support		**11.00**	
BU100	Small Business Accounting	3.00	Fall 2026, Spring 2027, Summer 2027
BU106	Calculating Machines	1.00	Fall 2026, Spring 2027
★ BU110	Records Management	2.00	Fall 2026, Spring 2027
BU122	Presentation Software	1.00	
BU147	Internship I	2.00	Fall 2026, Spring 2027, Summer 2027
BU214	Word Processing: Microsoft Word for Windows	3.00	Fall 2026, Spring 2027
BU217	Spreadsheet Management	3.00	Fall 2026, Spring 2027
★ BU218	Database Management	3.00	Fall 2026, Spring 2027
★ BU224	Human Resources Basics	3.00	Fall 2026, Spring 2027
Communications Options-BAT Office Support		**6.00**	
★ BU109	Business Communications	3.00	Fall 2026, Spring 2027, Summer 2027
EN101	English Composition IA	3.00	Fall 2026, Spring 2027, Summer 2027 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	Fall 2026, Spring 2027
EN108	Career and Technical Writing	3.00	Fall 2026, Spring 2027
SH101	Public Speaking	3.00	Fall 2026, Spring 2027, Summer 2027
Microsoft Office Software Options-BAT Office Support		**6.00**	
★ BU214	Word Processing: Microsoft Word for Windows	3.00	Fall 2026, Spring 2027
★ BU217	Spreadsheet Management	3.00	Fall 2026, Spring 2027
BU218	Database Management	3.00	Fall 2026, Spring 2027

Total Credits: **32.00**