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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 | | | |
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| Course ID | Course Title | Credit Hours | Notes |
| BU121 | Customer Service/Professional Image | 3.00 | Fall, Spring, Summer |
| IS100 | Cybersecurity Application | 3.00 | Fall, Spring |
| Electives | | | |
| Course ID | Course Title | Credit Hours | Notes |
| Business Electives-BAT Office Support | | 8.00 | |
| BU100 | Small Business Accounting | 3.00 | Fall, Spring, Summer |
| BU106 | Calculating Machines | 1.00 | Fall, Spring |
| ★ BU110 | Records Management | 2.00 | Fall, Spring |
| BU122 | Presentation Software | 1.00 | |
| BU147 | Internship I | 2.00 | Fall, Spring, Summer |
| BU214 | Word Processing: Microsoft Word for Windows | 3.00 | Fall, Spring |
| BU217 | Spreadsheet Management | 3.00 | Fall, Spring |
| ★ BU218 | Database Management | 3.00 | Fall, Spring |
| ★ BU224 | Human Resources Basics | 3.00 | Fall, Spring |
| Communications Options-BAT Office Support | | 6.00 | |
| ★ BU109 | Business Communications T | 3.00 | Fall, Spring, Summer |
| EN100 | English Composition IB T | 3.00 | Fall, Spring, Summer Prereq: EN098 Intro to College Writing with a grade of C or higher, or Accuplacer Next Generation Writing Score of 240 to 254, or HS GPA over 2.25, or ACT English Score of 17 to 19. |
| EN101 | English Composition IA T | 3.00 | Fall, Spring, Summer 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, Spring |
| EN108 | Career and Technical Writing | 3.00 | Fall, Spring |
| SH101 | Public Speaking T | 3.00 | Fall, Spring, Summer |
| SH101H | Honors Public Speaking T | 3.00 | |
| Keyboarding Options-BAT Office Support | | 6.00 | |
| BU127 | Beginning Keyboarding | 3.00 | Fall, Spring |
| ★ BU128 | Intermediate Keyboarding | 3.00 | Fall, Spring |
| ★ BU129 | Production Keyboarding | 3.00 | Fall, Spring |

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| Microsoft Office Software Options-BAT Office Support | | 6.00 | |
| ★ BU214 | Word Processing: Microsoft Word for Windows | 3.00 | Fall, Spring |
| ★ BU217 | Spreadsheet Management | 3.00 | Fall, Spring |
| BU218 | Database Management | 3.00 | Fall, Spring |

Total Credits: 32.00