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, Spring, Summer
IS100	Cybersecurity Application	3.00	Fall, Spring, Summer
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 ⊤⊳	3.00	Fall, Spring, Summer
EN101	English Composition IA ⊤⊳	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 ⊤⊳	3.00	Fall, Spring, Summer
Keyboarding Options-BAT Office Support		**6.00**	
BU127	Beginning Keyboarding	3.00	Fall, Spring
★ BU128	Intermediate Keyboarding	3.00	Fall
★ BU129	Production Keyboarding	3.00	Fall
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**