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## Business Admin Technologies - Office Support - CERT B

### Semester-by-Semester 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. Not all courses are offered each semester.

(T) are Systemwide Transfer Courses

(★) are recommended for this degree pathway.

Semester 1 - Fall				
Complete	Course ID	Course Title	Credit Hours	Notes
<b>Required Courses</b>				
	BU121	Customer Service/Professional Image	3.00	Summer 2026, Fall 2026, Spring 2027
	BU128	Business Document Preparation	3.00	Fall 2026, Spring 2027
<b>Electives</b>				
	<b>Business Electives-BAT Office Support</b>		5.00	
	<b>Communications Options-BAT Office Support</b>		3.00	
	<b>Microsoft Office Software Options-BAT Office Support</b>		3.00	
<b>Semester Total:</b>			<b>17.00</b>	

Semester 2 - Spring				
Complete	Course ID	Course Title	Credit Hours	Notes
<b>Required Courses</b>				
	IS100	Cybersecurity Application	3.00	Summer 2026, Fall 2026, Spring 2027
<b>Electives</b>				
	<b>Business Electives-BAT Office Support</b>		6.00	
	<b>Communications Options-BAT Office Support</b>		3.00	
	<b>Microsoft Office Software Options-BAT Office Support</b>		3.00	
<b>Semester Total:</b>			<b>15.00</b>	

**Total Credits: 32.00**

\*Semester offerings reflect the current academic year.

**Business Electives-BAT Office Support**

Course ID	Course Title	Credit Hours	Notes
BU100	Small Business Accounting	3.00	Summer 2026, Fall 2026, Spring 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	Summer 2026, Fall 2026, Spring 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**

Course ID	Course Title	Credit Hours	Notes
★ BU109	Business Communications ▾	3.00	Summer 2026, Fall 2026, Spring 2027
EN101	English Composition IA ▾	3.00	Summer 2026, Fall 2026, Spring 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	Summer 2026, Fall 2026, Spring 2027

**Microsoft Office Software Options-BAT Office Support**

Course ID	Course Title	Credit Hours	Notes
★ 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