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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
Required Courses				
	BU121	Customer Service/Professional Image	3.00	Spring 2026, Summer 2026, Fall 2026
Electives				
	Business Electives-BAT Office Support		5.00	
	Communications Options-BAT Office Support		3.00	
	Keyboarding Options-BAT Office Support		3.00	
	Microsoft Office Software Options-BAT Office Support		3.00	
Semester Total:			17.00	

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

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	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

Communications Options-BAT Office Support

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

Keyboarding Options-BAT Office Support

Course ID	Course Title	Credit Hours	Notes
BU127	Beginning Keyboarding	3.00	Spring 2026
★ BU128	Business Document Preparation	3.00	Fall 2026
★ BU129	Production Keyboarding	3.00	

Microsoft Office Software Options-BAT Office Support

Course ID	Course Title	Credit Hours	Notes
★ 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