www.hutchcc.edu/request-info

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.

( ) 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	Fall 2026, Spring 2027, Summer 2027
	BU128	Business Document Preparation	3.00	Fall 2026, Spring 2027
Electives				
	Business Electives-BAT Office Support		5.00	
	Communications 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	Fall 2026, Spring 2027, Summer 2027
Electives				
	Business Electives-BAT Office Support		6.00	
	Communications 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	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			
Course ID	**Course Title**	**Credit Hours**	**Notes**
★ 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			
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