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## Business Admin Technologies - Accounting Services - 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				
	IS100	Cybersecurity Application	3.00	Fall, Spring, Summer
Electives				
	Accounting Options-BAT Accounting Services		3.00	
	BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3.00	
	Business Electives-BAT Accounting Services		5.00	
	Math Options-BAT Accounting Services		3.00	
Semester Total:			17.00	

Semester 2 - Spring				
Complete	Course ID	Course Title	Credit Hours	Notes
Required Courses				
	BU111	Quickbooks	3.00	Fall, Spring Prereq: BU100 Small Business Accounting, or BU101 Accounting I.
	BU121	Customer Service/Professional Image	3.00	Fall, Spring, Summer
	BU217	Spreadsheet Management	3.00	Fall, Spring
Electives				
	Accounting Options-BAT Accounting Services		3.00	
	Business Electives-BAT Accounting Services		3.00	
Semester Total:			15.00	

**Total Credits: 32.00**

\*Semester offerings reflect the current academic year.

Accounting Options-BAT Accounting Services			
Course ID	Course Title	Credit Hours	Notes
★ BU100	Small Business Accounting	3.00	Fall, Spring, Summer
★ BU101	Accounting I ▶	3.00	Fall, Spring, Summer
BU101H	Honors Accounting I ▶	3.00	Fall, Spring
BU102	Accounting II ▶	3.00	Fall, Spring, Summer Prereq: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.
BU102H	Honors Accounting II ▶	3.00	Fall, Spring Prereq: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.

BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding			
Course ID	Course Title	Credit Hours	Notes
BU127	Beginning Keyboarding	3.00	Fall, Spring
★ BU128	Intermediate Keyboarding	3.00	Fall

Business Electives-BAT Accounting Services			
Course ID	Course Title	Credit Hours	Notes
BU106	Calculating Machines	1.00	Fall, Spring
BU107	Personal Finance ▶	3.00	Fall, Spring, Summer
★ BU110	Records Management	2.00	Fall, Spring
BU122	Presentation Software	1.00	
BU128	Intermediate Keyboarding	3.00	Fall
BU147	Internship I	2.00	Fall, Spring, Summer
★ BU214	Word Processing: Microsoft Word for Windows	3.00	Fall, Spring
★ BU218	Database Management	3.00	Fall, Spring
BU224	Human Resources Basics	3.00	Fall, Spring

Math Options-BAT Accounting Services			
Course ID	Course Title	Credit Hours	Notes
★ BU108	Business Mathematics	3.00	Fall, Spring, Summer
MA106	College Algebra ▶	3.00	Fall, Spring, Summer Prereq: HS GPA over 3.25, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or ACT Math Score of 22 or Higher.