

BUSINESS ADMIN TECHNOLOGIES - ACCOUNTING SERVICES - AAS



Agriculture, Business, Computers and Technology

Contact: Patty Kolarik kolarikp@hutchcc.edu (620)665-3440

Department Co-Chair: Jillene Cunningham cunninghamj@hutchcc.edu (620)665-3479

Department Co-Chair: Sheldon Stewart stewarts@hutchcc.edu (620)665-3460

For course descriptions and course prerequisites, click on the course id.

Total Credit Hours

This degree requires 60 credit hours.

Requirements

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I	3
BU102	Accounting II	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU111	Quickbooks	3
BU121	Customer Service/Professional Image	3
BU201	Managerial Accounting	3
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3
Business Electives-BAT Accounting Services		9
General Education Options		15