

BUSINESS ADMIN TECHNOLOGIES - ACCOUNTING SERVICES - AAS



Agriculture, Business, Computers and Technology

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

Some Credit Hours

This degree requires 60 credit hours.

First Semester

Course	Title	Credits
BU100	Small Business Accounting	3
BU214	Word Processing: Microsoft Word for Windows	3
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3
General Education Options		6
Semester Total - 15		

Second Semester

Course	Title	Credits
BU101	Accounting I	3
BU121	Customer Service/Professional Image	3
BU217	Spreadsheet Management	3
BU224	Human Resources Basics	3
General Education Options		3
Semester Total - 15		

Third Semester

Course	Title	Credits
BU102	Accounting II	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU111	Quickbooks	3
BU218	Database Management	3
General Education Options		3
Semester Total - 15		

Fourth Semester

Course	Title	Credits
BU201	Managerial Accounting	3
IS100	Cybersecurity Application	3

Business Electives-BAT Accounting Services	6
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General Education Options	3
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Semester Total - 15
