



Business Admin Technologies - Accounting Services - AAS Degree Pathway

Required Courses

- (BU100) Small Business Accounting** - 3 Credit Hours
- (BU101) Accounting I** - 3 Credit Hours
- (BU102) Accounting II** - 3 Credit Hours
- (BU106) Calculating Machines** - 1 Credit Hours
- (BU110) Records Management** - 2 Credit Hours
- (BU111) Quickbooks** - 3 Credit Hours
- (BU121) Customer Service/Professional Image** - 3 Credit Hours
- (BU201) Managerial Accounting** - 3 Credit Hours
- (BU214) Word Processing: Microsoft Word for Windows** - 3 Credit Hours
- (BU217) Spreadsheet Management** - 3 Credit Hours
- (BU218) Database Management** - 3 Credit Hours
- (BU224) Human Resources Basics** - 3 Credit Hours
- (IS100) Cybersecurity Application** - 3 Credit Hours

Additional Pathway Electives

- BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding** - 3 credits required
- Business Electives-BAT Accounting Services** - 6 credits required
- General Education Options** - 15 credits required

Agriculture, Business, Computers and Technology
learnbusiness@hutchcc.edu
620-728-8104
1-888-GO-HUTCH ext. 8104

Scan QR Code to view all course
and elective options!

