

**ASSOCIATE OF APPLIED SCIENCE BUSINESS & INFORMATION TECHNOLOGY**  
**EMPHASIS OFFICE SYSTEMS TECHNOLOGY DEGREE CODE: 3018**

**ENGLISH/COMMUNICATIONS**

**Nine (9) hours required**

- \_\_\_ ENG113 English Composition I \* (F,S)
- \_\_\_ ENG123 English Composition II \* (F,S)

**OR**

- \_\_\_ ENG113 Technical Writing\* (S)
- \_\_\_ SPC203 Oral Communications (F,S)

**BUSINESS**

**Eighteen (18) hours required**

- \_\_\_ BUS123 Organizational Behavior (F, S)
- \_\_\_ BUS203 Leadership/Ethics (F, S)
- \_\_\_ BUS213 Business Communications (F,S)
- \_\_\_ BUS223 Business Law I (F)
- \_\_\_ BUS243 Human Resource Management (F-Even Years)
- \_\_\_ BUS293 Personal Finance (F)

**COMPUTER SYSTEMS TECHNOLOGY**

**Sixteen (16) hours required**

- \_\_\_ CST113 Computer Applications (F,S)
- \_\_\_ CST273 Spreadsheet Applications\* (F,S)
- \_\_\_ CST153 Concepts of Operating Systems (F,S)
- \_\_\_ CST283 Database Applications\* (F,S)
- \_\_\_ CST134 Web Design\* (F)

**MATHEMATICS**

**Three (3) hours required**

- \_\_\_ MTH113 Technical Math\* or higher (F,S)

**ACCOUNTING**

**Eight (8) hours required**

- \_\_\_ ACC203 Accounting I (F)
- \_\_\_ ACC213 Accounting II\* (S)
- \_\_\_ ACC101/111 QuickBooks I & II (S)

**ECONOMICS**

**Three (3) hours required**

- \_\_\_ ECN203 Microeconomics (F, SMR-OD)

**HEALTH**

**Three (3) hours required**

- \_\_\_ AHIM1003 Medical Terminology (F)

**\*Indicates prerequisite. Consult catalog.**

*"The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. Degrees are not accepted in transfer toward bachelor's degrees. Students for whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer." Students may also check the **Arkansas Course Transfer System** for the transferability of classes.*

**TECHNICAL CERTIFICATE OFFICE TECHNOLOGY - 4850**

**ACCOUNTING**

**Five (5) hours required**

- \_\_\_ ACC101 Quick Books I (S)
- \_\_\_ ACC101 Quick Books I (S)
- \_\_\_ ACC203 Accounting I (F)

**COMPUTER SYSTEMS TECHNOLOGY**

**Twelve (12) hours required**

- \_\_\_ CST113 Computer Applications (F, S)
- \_\_\_ CST153 Concepts of Operating Systems (F, S)
- \_\_\_ CST273 Spreadsheet Applications\* (F, S)

**BUSINESS**

**Nine (9) hours required**

- \_\_\_ BUS223 Business Law I (F)
- \_\_\_ BUS213 Business Communications (F, S)
- \_\_\_ BUS293 Personal Finance (F)

- \_\_\_ CST283 Database Applications\* (F, S)
- \_\_\_ CST134 Web Design\* (F)