

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**

- ___ MGMT2103 Managing People & Organizations (F)
 ___ BUS203 Leadership/Ethics (F, S)
 ___ BUS213 Business Communications (F,S)
 ___ BUS223 Business Law I (F)
 ___ BUS243 Human Resource Management (S)
 ___ BUS293 Personal Finance (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)
OR
 ___ ECN213 Macroeconomics (S)

COMPUTER SYSTEMS TECHNOLOGY**Nineteen (19) hours required**

- ___ CST113 Computer Applications (F,S, SMR)
 ___ CST273 Spreadsheet Applications* (F,S)
 ___ CST153 Concepts of Operating Systems (F,SMR)
 ___ CST283 Database Applications* (F,S)
 ___ CST134 Web Design* (F)
 ___ CST1023 Network & Data Security (S)

Indicates prerequisite. Consult catalog.*F-Fall S-Spring SMR-Summer
Scheduled classes subject to change**

*"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)

BUSINESS**Nine (9) hours required**

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

COMPUTER SYSTEMS TECHNOLOGY**Sixteen (16) hours required**

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