

**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, SMR)
- _____ CST273 Spreadsheet Applications* (F,S)
- _____ CST153 Concepts of Operating Systems (F,SMR)
- _____ 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)
- OR**
- _____ ECN213 Macroeconomics (S)

HEALTH

Three (3) hours required

- _____ AHIM1003 Medical Terminology (F)

***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)

COMPUTER SYSTEMS TECHNOLOGY

Sixteen (16) hours required

- _____ CST113 Computer Applications (F, S)
- _____ CST153 Concepts of Operating Systems (F, SMR)
- _____ 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)