

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

ENGLISH/COMMUNICATIONS

Nine (9) hours required

- ___ ENGL 10103 English Composition I * (F,S)
- ___ ENGL 10203 English Composition II * (F,S)
- ___ **OR**
- ___ ENGL 20203 Technical Writing* (S)
- ___ SPCH 10003 Oral Communications (F,S)

BUSINESS

Eighteen (18) hours required

- ___ MGMT 21003 Managing People & Organizations (F)
- ___ BUSI 20373 Leadership/Ethics (F, S)
- ___ BUSI 20103 Business Communications (F,S)
- ___ BLAW 20003 Business Law I (F)
- ___ BUSI 24373 Human Resource Management (S)
- ___ BUSI 25003 Personal Finance (F)

COMPUTER SYSTEMS TECHNOLOGY

Nineteen (19) hours required

- ___ CPSI 10003 Computer Applications (F,S, SMR)
- ___ ISYS 27303 Spreadsheet Applications* (F,S)
- ___ ISYS 15303 Concepts of Operating Systems (F,SMR)
- ___ ISYS 26303 Database Applications* (F,S)
- ___ CPSI 13454 Web Design* (F)
- ___ ISYS 10203 Network & Data Security (S)

MATHEMATICS

Three (3) hours required

- ___ MATH 10103 Technical Math* or higher (F,S)

ACCOUNTING

Eight (8) hours required

- ___ ACCT 20003 Accounting I (F)
- ___ ACCT 20103 Accounting II* (S)
- ___ HIMT 10442 Elec. Health Info Management (F,S)

ECONOMICS

Three (3) hours required

- ___ ECON 22003 Microeconomics (F, SMR)
- ___ **OR**
- ___ ECON 21003 Macroeconomics (S)

***Indicates prerequisite. Consult catalog.**

F-Fall S-Spring SMR-Summer

Scheduled classes subject to change

This degree **Does Not** qualify for the UARK Transfer Achievement scholarship.

<https://scholarships.uark.edu/transfer-scholarships/ar-transfer-achievement-eligibility.php>

<https://codes.findlaw.com/ar/title-6-education/ar-code-sect-6-61-231.html>

"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.

<https://adhe.edu/students-parents/transfer-info-for-students>

TECHNICAL CERTIFICATE OFFICE TECHNOLOGY - 4850

ACCOUNTING

Five (5) hours required

- ___ ACCT 20003 Accounting I (F)
- ___ HIMT 10442 Elec. Health Info Management (F,S)

COMPUTER SYSTEMS TECHNOLOGY

Sixteen (16) hours required

- ___ CPSI 10003 Computer Applications (F, S)
- ___ ISYS 15303 Concepts of Operating Systems (F, SMR)
- ___ ISYS 27303 Spreadsheet Applications* (F, S)

BUSINESS

Nine (9) hours required

- ___ BLAW 20003 Business Law I (F)
- ___ BUSI 20103 Business Communications (F, S)
- ___ BUSI 25003 Personal Finance (F)
- ___ ISYS 26303 Database Applications* (F, S)
- ___ CPSI 13454 Web Design* (F)

Updated Fall 2024 (CCN)

Revised Fall 2023

Updated Fall 2020

Effective Fall 2014