

2009-10 Catalog

Associate of Applied Science in Business Option: Office Technology Degree Plan

Student Name: _____

Student ID: _____

If transfer course, write in course title, dept. and number next to PTC course name.

General Education (15 credit hours)			SEMESTER	CREDITS AT PTC	HOURS EARNED BY TRANSFER	TRANSFER COLLEGE	NEEDED FOR GRADUATION
ENGLISH COMPOSITION - 6 credit hours							
ENGL	1311	English Composition I					
ENGL	1312	English Composition II					
SPEECH – 3 credit hours							
SPCH	1300	Speech Communications					
MATHEMATICS – 3 credit hours							
MATH	1301	College Business Mathematics					
SOCIAL SCIENCES ELECTIVE – 3 credit hours							
HIST	2311	U. S. History to 1877					
HIST	2312	U. S. History since 1877					
POLS	1310	American National Government					
POLS	2320	American State and Local Government					
HIST	1311	History of Civilization I					
HIST	1312	History of Civilization II					
HIST	2355	History of Arkansas					
PSYC	2300	Psychology and the Human Experience					
PSYC	2320	Developmental Psychology					
PSYC	2330	Abnormal Psychology					
SOCI	2300	Introduction to Sociology					
GEOG	1310	Physical Geography					
GEOG	2310	Cultural Geography					
ANTH	1310	Physical Anthropology					
ANTH	2310	Cultural Anthropology					
ECON	2322	Principles of Economics I – Microeconomics					
ECON	2323	Principles of Economics II - Macroeconomics					

Choose One

Business (27 credit hours)			SEMESTER	CREDITS AT PTC	HOURS EARNED BY TRANSFER	TRANSFER COLLEGE	NEEDED FOR GRADUATION
BUSINESS CORE– 12 credit hours							
BUS	1233	Document Processing					
BUS	1243	Business Communications					
CIS	1103	Computer Concepts*					
BUS	2603	Introduction to Business					
RELATED BUSINESS CLASSES – 10 credit hours							
BUS	1113	Business Machines/Math Applications					
BUS	1123	Accounting Fundamentals**					
BUS	2503	Office Management					
RELATED BUS/CIS ELECTIVES (Must have BUS/CIS prefix) – 6 credit hours							
Course Prefix	Course Number	Course Name					
Major Core (19 credit hours)			SEMESTER	CREDITS AT PTC	HOURS EARNED BY TRANSFER	TRANSFER COLLEGE	NEEDED FOR GRADUATION
OFFICE TECHNOLOGY – 16 credit hours							
BUS	1513	Introduction to Word Processing/MS Word					
BUS	2393	Spreadsheet Applications/EXCEL					
BUS	2403	Desktop Publishing					
BUS	2414	Advanced Word Processing/MS Word					
BUS	2433	Integrated Business Applications					
RELATED BUS CLASS – 3 credit hours							
BUS	2353	Database Management with Access					
Total Transfer Hours Awarded							
Total Hours Awarded							
Transfer Colleges:							

*This course may be replaced by a higher computer course

**May substitute ACCT2310