

East Arkansas Community College

Associate of Applied Science (AAS) in Administrative Office Technology

The Associate of Applied Science (AAS) degree is awarded to students who successfully complete a program of collegiate level work that is primarily designed for direct employment. The degree includes a minimum of 15 credit hours of general education courses in English/writing, mathematics, social sciences, and computer applications/fundamentals. The degree includes 30-36 semester hours in a technical area. Support courses from related disciplines are an additional component. Students must demonstrate mastery of skills and knowledge against specified performance standards.

The Associate of Applied Science in Administrative Office Technology is designed to prepare students for administrative office positions in general, medical, and legal office settings. Software covered in computer-based courses includes word processing, spreadsheets, publications, and database programs. In addition to these skills courses, business lecture courses provide valuable information necessary for students to associate and communicate successfully with other office professionals. In addition to the Associate of Applied Science in Administrative Office Technology, EACC offers the Technical Certificate in Administrative Office Technology. See the College catalog for more information or log on to www.eacc.edu.

I. General Education Courses	Credit Hours	Semester	Year	Grade
*ENG 1013 English Composition I	3			
*SPE 1003 Introduction to Oral Communication	3			
*PSY 1003 General Psychology	3			
*BUS 1603 Computer Fundamentals	3			
Total General Education Required Hours	12			
II. Business Courses	Credit Hours	Semester	Year	Grade
*BUS 1003 Introduction to Business	3			
BUS 1023 College Business Math	3			
BUS 1133 Intro to Accounting or *BUS 2113 Prin Accounting I	3			
*BUS 1343 Computer Keyboarding I	3			
BUS 1353 Basic Filing/Records Management	3			
BUS 1373 Computer Keyboarding II	3			
BUS 2453 Word Processing Concepts and Apps	3			
*BUS 2033 Legal Environment of Business	3			
BUS 2183 Electronic Spreadsheet Applications	3			
BUS 2303 Integrated Business Projects	3			
BUS 2463 Advanced Word Processing Applications	3			
BUS 2473 Desktop Publishing	3			
BUS 2493 Admin. Office Tech Internship	3			
*BUS 2553 Business Communication	3			
Total Business Required Hours	42			
III. Administrative Office Technology Electives	Credit Hours	Semester	Year	Grade
Select two (2) courses from the list below.				
BUS 1113 Legal Terminology	3			
BUS 2043 Business Law II	3			
BUS 2423 Machine Transcription	3			
BUS 2483 Medical Office Management	3			
CGR 1003 Introduction to Multimedia	3			
HSC 1003 Medical Terminology	3			
WEB 1003 Internet Business Foundations	3			
Total AOT Elective Hours	6			
TOTAL AAS CREDIT HOURS	60			

*ACTS Transfer Course - The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer System <http://acts.adhe.edu> -select Course Transfer. See Acceptance of Transfer Credits section in the current academic catalog for a complete list of transfer provisions.

8/31/2018