

THE ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

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. degree are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance from the institution to which they wish to transfer.

**ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME
DEGREE PLAN FOR
ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT**

The program is designed for those students seeking a two-year program in business or office management. The Business Development emphasis teaches the management of resources as well as the steps in starting a new business. The office emphasis focuses on working and managing in an office environment.

Name: _____ Date: _____
Advisor: _____

<u>COURSE CODE</u>	<u>COURSE NAME</u>	<u>HOURS REQUIRED</u>	<u>HOURS COMPLETED</u>
General Education Requirements (18 credit hours)			
CIS 1203	Introduction to Computers	3	_____
ENG 1003	Composition I	3	_____
ENG 1013	Composition II	3	_____
MATH 1003	Intermediate Algebra	3	_____
SPCH 1203	Oral Communication	3	_____
	Social Science Elective	3	_____
	(Choose from any three credit hour course GEOG, HIST, POSC, PSY or SOC)		
Business Core (30 credit hours)			
ACC 1003	Introduction to Accounting	3	_____
BUS 1013	Introduction to Business	3	_____
BUS 2103	Human Relations in Business	3	_____
BUS 2123	Human Resources Management	3	_____
BUS 2203	Applied Business Ethics	3	_____
BUS 2563	Business Communications	3	_____
BUS 2613	Customer Service	3	_____
BUS 2833	Principles of Management	3	_____
CIS 1003	Computerized Office Accounting	3	_____
CIS 2503	Microcomputer Business Applications	3	_____
Business Development Emphasis (15 credit hours)			
BUS 2023	Legal Environment of Business	3	_____
BUS 2513	Fundamentals of Marketing	3	_____
BUS 2543	Finance and Funding Acquisition	3	_____
BUS 2623	Developing Business Opportunities	3	_____
ECON 2313	Principles of Macroeconomics	3	_____
Office Emphasis (12 credit hours)			
BUS 1513	Records Management	3	_____
BUS 2302	Professional Office Procedures	2	_____
BUS 2851	Office Internship	1	_____
CIS 2413	Word Processing	3	_____
CIS 2523	Advanced Microcomputer Business Applications	3	_____

Program Total 60 – 63 Hours