

# BUSINESS

**The Division of Business, located in Mitchell Hall, offers associate degrees (AS) that prepare graduates for transfer as juniors into bachelor's degree programs (BBA, etc.) at universities. In addition, the Division has degree (AAS) and certificate programs which are designed for immediate employment in field. Students can major in the following programs:**

- Administrative Office Technology (AAS) with Executive, Legal, and Medical options.
- Business Administration (AS) Appropriate for accounting, management, marketing and other business fields
- Business Services with options in hospitality and gaming services, accounting assistant and general business services (AAS)
- Computer Information Systems (AS) with Business and Math options
- Computer Technology (AAS)
- other business programs are under development

## Division of Business

### Administrative Office Technology (A.A.S.)

The Administrative Office Technology program offers three options:

(1) Executive Assistant, (2) Medical Office Assistant, (3) Legal Assistant. Each option is designed to prepare the administrative assistant for today's office. Administrative Assistants handle a wide variety of duties beyond strictly clerical roles such as purchasing office equipment and supplies, planning meetings and special events, working with vendors and suppliers, creating presentations and giving them as well, interviewing, orienting and supervising other staff, writing and editing documents, scheduling events and facilities, coordinating direct mailings, maintaining multiple schedules and calendars, handling messages and correspondence, maintaining computer files, directories, and databases, and more. The Medical Office and Legal Assistant options provide the student with specialized skills for those professions. (A certificate in Administrative Office Technology is also available. See below for details.)

Category	Courses	Notes
<b>College Success Skills</b> (1 hour)	OLS 1111 – Orientation and Library Science	This course should be taken during the student's first semester.
<b>History &amp; Government</b> (6 hours)	A. POL SC 1113 – American Federal Government B. American History: Take <b>one</b> of the following: HIST 1483 – American History to 1877 HIST 1493 – American History since 1877	
<b>Communications</b> (12 hours)	A. Take <b>both</b> of the following: ENGL 1113 – Freshman Composition I* ENGL 1213 – Freshman Composition II B. Take <b>one</b> of the following: SPCH 1113 – Fundamentals of Speech SPCH 2233 – Business & Professional Speaking CIS 1113 – Computer Applications C. BUS AD 2123 – Business Communications	<b>*PREREQUISITE:</b> Exemption from or exit from Developmental English.
<b>Required Courses</b> for all tracks of Administrative Office Technology (30 hours)	AOT 1243 – Machine Transcription AOT 2233 – Administrative Office Procedures AOT 2303 – Intermediate Keyboarding AOT 2333 – Advanced Production Keyboarding BUS AD 1023 – Business Mathematics BUS AD 1113 – Administrative Office Technology BUS AD 1133 – Grammar BUS AD 2991 – Special Topics: Speech Recognition CIS 1513 – Introduction to Word Processing CIS 1523 – Advanced Word Processing CIS 2992 – PowerPoint	
<b>Choose ONE Option</b>	<b>Required Courses for Each Option</b>	
Required Courses for <b>Executive Assistant Option</b> (19 hours)	BUS AD 1123 – Introduction to Business CIS 1563 – Desktop Publishing Also choose 12 hours from the elective list or other options.	Choose electives in consultation with advisor.
Required Courses for <b>Medical Office Assistant Option</b> (19 hours)	AOT 1143 – Medical Terminology for the Office AOT 2113 – Medical Machine Transcription AOT 2343 – Coding for Reimbursement AOT 2353 – Coding ICD-9 AOT 2373 – Legal Aspects of Health Records Also choose 3 hours from the elective list or other options.	Choose electives in consultation with advisor.
Required Courses for <b>Legal</b>	AOT 2223 – The Law Office I AOT 2253 – The Law Office II	Choose electives in consultation with advisor.

<b>Assistant Option</b> (19 hours)	BUS AD 2223 – Business Law Also choose 9 hours from the elective list or other options.	
<b>Major–related Electives</b>	<b>Elective List</b>	
Choose electives from the following list to meet the number of elective hours required for the option.	ACCT 1113 – Basic Bookkeeping ACCT 2103 – Financial Accounting AOT 2363 – Medical Office Procedures AOT 2993 – Internship for Administrative Office Technology BUS AD 1101 – Leadership Development I BUS AD 1111 – Leadership Development II BUS AD 1123 – Introduction to Business BUS AD 1133 – Human Relations BUS AD 2101 – Leadership Development III BUS AD 2111 – Leadership Development IV CIS 1113 – Computer Applications CIS 1533 – Introduction to Spreadsheets CIS 2333 – Introduction to Access Database ECON 2113 – Introduction to Macroeconomics SPCH 1113 – Fundamentals of Speech* SPCH 2233 – Business & Professional Speaking*	A student may also choose electives from the required courses listed in options other than his/her own option. For example, an Executive option student could choose BUS AD 2223, Business Law, as an elective.  *Only one will count toward graduation.
<b>Total for AAS in Administrative Office Technology</b>	<b>Minimum of 68 credit hours</b>	Students may choose to take additional hours for career or personal interest.

Division of Business  
**Administrative Office Technology (Certificate)**  
**(Pending OSRHE approval)**

The certificate in Administrative Office Technology is designed for students who want to enter directly into the workforce in a variety of office environments using business software. Although this A.A.S. degree is not intended primarily for university transfer, all of the general education and several of the major field courses in this program will count toward a degree in an area of business.

AOT 1243 – Machine Transcription  
AOT 2233 – Administrative Office Procedures  
BUS AD 2993 – Special Topics: Job Readiness  
BUS AD 2991 – Special Topics: Speech Recognition  
BUS AD 1113 – Administrative Office Technology  
BUS AD 2123 – Business Communications\*\*  
CIS 1113 – Computer Applications  
CIS 1513 – Introduction to Word Processing  
CIS 1523 – Advanced Word Processing  
CIS 1533 – Introduction to Spreadsheets  
ENGL 1113 – Freshman Composition I\*  
ENGL 1213 – Freshman Composition II  
BUS AD 1233 – Grammar for the Office Professional

**TOTAL HOURS REQUIRED—37**

\*Prerequisite: Exemption from or Exit from Developmental English.

\*\*Prerequisite or co-requisite: ENGL 1213.

**Division of Business**  
**Business Administration (A.S.)**

Dynamic, fascinating, and constantly changing—that is the environment of the business world. The A.S. in Business Administration is designed to outline the freshman and sophomore years of study for students who plan to transfer to a university to major in such fields as marketing, economics, management, real estate, accounting, finance, management information systems, or general business.

Students planning to seek teacher certification in Business Education should see the note about foreign language (Spanish) in category VII below.

Orientation (1 hour)	Course	Note
<b>I. College Success Skills</b> (1 hour)	OLS 1111 – Orientation and Library Science	This course should be taken during the student's first semester.
General Education (40 hours)	Courses	Notes
<b>II. Social Sciences and History</b> (9 hours)	A. POL SC 1113 – American Federal Government B. American History: Take <b>one</b> of the following: HIST 1483 – American History to 1877 HIST 1493 – American History since 1877 C. Other Social Sciences: Take <b>one</b> of the following: PSY 1113 – Introduction to Psychology SOC 1113 – Introduction to Sociology ECON 2113 – Macroeconomics*	*It is strongly recommended to take ECON 2113 for category II.C. This will allow for an extra business-related elective.
<b>III. Mathematics</b> (3 hours)	MATH 1513 – College Algebra	PREREQUISITE: exemption from or exit from Developmental Math
<b>IV. Natural Sciences</b> (7–9 hours)	A. Life Science: Take <b>one</b> of the following: BIOL 1114 – General Biology BOT 1114 – General Botany BIOL 2103 – Environmental Sciences I ZOO 1114 – General Zoology B. Physical Science: Take <b>one</b> of the following: CHEM 1315 – General College Chemistry I* CHEM 1415 – General College Chemistry II PHY SC 1114 – Physical Science PHY SC 1124 – Elementary Astronomy PHY SC 1214 – Earth Science PHY 1114 – General Physics I	PREREQUISITE for all science courses: exemption from or exit from Developmental Reading.  *PREREQUISITE: exemption or exit from Developmental Math
<b>V. Communications</b> (12 hours)	A. Take <b>both</b> of the following: ENGL 1113 – Freshman Composition I* ENGL 1213 – Freshman Composition II B. Take <b>one</b> of the following:** SPCH 1113 – Fundamentals of Speech SPCH 2233 – Business & Professional Speaking C. CIS 1113 – Computer Applications	*PREREQUISITE: exemption from or exit from Developmental English.  **Choose according to the expectations of the university to which you intended to transfer to.
<b>VI. Humanities</b> (6 hours)	A. Take <b>one</b> of the following: HUMAN 1133 – Music in Life HUMAN 1143 – Art in Life HUMAN 1153 – Survey of World Religions HUMAN 2103 – Theatre Appreciation HUMAN 2113 – Global Humanities I HUMAN 2213 – Global Humanities II HUMAN 2223 – Intro to Global Philosophy HUMAN 2233 – World Literature I	PREREQUISITE for all courses with a HUMAN prefix: exemption from or exit from Developmental Reading  All HUMAN courses in Category VI. A. has a “global perspective.”

	<p>HUMAN 2243 – World Literature II</p> <p>B. Take <b><i>one</i></b> of the following:          Another HUMAN course from category VI.A          or          HIST 2413 – Early World Civilization          HIST 2423 – Modern World Civilization          ENGL 2413 – Introduction to Literature          ENGL 2433 – World Literature I          ENGL 2443 – World Literature II          ENGL 2543 – English Literature I          ENGL 2653 – English Literature II          ENGL 2773 – American Literature I          ENGL 2883 – American Literature II          REL ED 2103 – Intro to Old Testament          REL ED 2203 – Intro to New Testament</p>	
<p><b>VII. General Education Elective</b>          (0–3 hours in order to equal at least 40 in general education.)</p>	<p><u>Choose from the following:</u>          ECON 2123 – Macroeconomics*          Any course from CATEGORIES II, IV, or VI above that is not being counted in that category.          SPAN 1115 – Elementary Spanish I**          HIST 1103 – History of Oklahoma          HIST 2723 – History of the American Indian          JOURN 1113 – Intro to Mass Communication          Other PSY courses (NOTE: PSY 1113 is prerequisite.)          Other SOC courses (NOTE: SOC 1113 is prerequisite.)          HPER 1113 – Health Concepts          HPER 2102 – First Aid          HPER 1102 – School and Community Health          Other Math with a PREREQUISITE of MATH 1513</p>	<p>* ECON 2123 is recommended. If taken here, then another business–related elective may be taken.</p> <p>**TEACHER CERTIFICATION:          A student planning to seek certification in business education should take SPAN 1115 in this category. He or she should then take SPAN 1215 as an additional elective beyond the minimum required for an A.S. (unless the student has demonstrated language competency by alternative means).</p>
<b>Major Field</b>	<b>Courses</b>	<b>Notes</b>
<p><b>Required Courses for all options</b>          (12 hours)</p>	<p>ACCT 2103 – Financial Accounting          ACCT 2203 – Managerial Accounting*          ECON 2113 – Introduction to Macroeconomics**          ECON 2123 – Introduction to Microeconomics**</p>	<p>*PREREQUISITE: ACCT 2103</p> <p>** If ECON 2113 and/or 2123 are taken for general education in categories II and/or VII, a student must take additional elective(s) to total 64 hours for the A.S.</p>
<p><b>Strongly Recommended electives</b>          (0–12 hours)</p>	<p>BUS AD 1123 – Introduction to Business          BUS AD 2113 – Business Statistics          BUS AD 2123 – Business Communications          MATH 2413 – Brief Calculus with Applications          or          MATH/BUS AD 2203 Business Calculus</p>	<p>These courses are often required for the BBA; The student should consult an advisor, and the catalog of the intended university.</p>
<p><b>Other elective choices</b>          (3–12 hours)          Consult with an advisor to determine the best electives for the intended major (accounting, MIS, marketing, etc.) at</p>	<p>ACCT 1113 – Basic Bookkeeping          BUS AD 1023 – Business Mathematics          BUS AD 2533 – Internship for Business Services          CIS 1513 – Introduction to Word Processing          CIS 1533 – Introduction to Spreadsheets          CIS 1543 – Advanced Spreadsheets          CIS 2333 – Introduction to Access Database          CIS 2533 – Computer Accounting Application I *          CIS 2543 – Computer Accounting Application II **</p>	<p>These elective courses provide useful hands–on skills and are good preparation for upper–division accounting courses, but they may not count toward the bachelor’s degree. The student should consult the catalog of the intended university.</p> <p>*Prerequisite: ACCT 1113 or</p>

the university of choice.	BUS AD – Human Relations	ACCT 2103 **Prerequisite: ACCT 2203
<b>Total for A.S. in Business Administration</b>	<b>Minimum of 65 credit hours</b>	Students may choose to take additional hours for career or personal interest.

**Special Note About Physical Education–Health–Wellness.** Some universities have a requirement for physical education or health or wellness in their general education and/or teacher education curricula. Students should consult their advisors and the catalogs of the universities to which they intend to transfer to determine appropriate courses, if any, to take at Eastern.

### Division of Business Business Services (Hospitality/Gaming Certificate)

The certificate in Hospitality/Gaming is designed to prepare students to operate and manage the dynamics of the gaming industry including direct customer interaction and regulatory compliance. The courses for this certificate will count toward the AAS Business Services degree (Hospitality/Gaming Option).

BUS AD 1513 – Introduction to Hospitality and Tourism  
 BUS AD 2513 – Survey of Casino Operations  
 BUS AD 1613 – Principles of Customer Service  
 BUS AD 2523 – Gaming Laws and Regulations  
 BUS AD 2534 – Internship

**TOTAL HOURS REQUIRED – 16**

**Division of Business  
Business Services (A.A. S.)**

**(Options: Hospitality and Gaming Services; Accounting Assistant; General Business Services)**

The AAS in Business Services is designed for students who want to enter a business career upon completion of the associate degree. All of the general education courses and some of the program-specific courses in the options will transfer toward a bachelor's degree in business, but transfer is not the principal goal of this degree program.

The AAS in Business Services offers three options. Each student must choose one.

- Hospitality and Gaming Services
  - This option is designed to provide a plan of study for students who plan to work in the hospitality and gaming industry. This program will provide student the skills for entry-level supervisory positions or, for those already employed in the industry, an opportunity for advancement, professional growth and career mobility. The program offers a strong basic background in marketing, human resource management, gaming regulations and gaming law.
- Accounting Assistant
  - This option is designed to outline a plan of study for students who plan to enter the world of work directly after obtaining the associate degree. This program provides students with the opportunity to learn accounting skills needed in many diverse organizations. Accounting offices, banks, manufacturing concerns, retail operations, government agencies, hospitals, and most small business ventures require students with the skills covered in this program. The program includes general education and business courses that can provide a good basis for entering a bachelor's degree program, if desired, at a later date.
- General Business Services
  - This option in General Business Services is designed to provide a plan of study for students who plan to work in entry to mid-level business management or customer services positions. The program will prepare individuals to apply business principles and techniques in various occupational settings and includes instruction in human relations and customer service. Students may choose from a variety of general business course electives to tailor the program to their individual business needs and interests.

General Education Category (22 hours)	Courses	Notes
<b>I. College Success Skills</b> (1 hour)	OLS 1111 – Orientation and Library Science	This course should be taken during the student's first semester.
General Education	Courses	Notes
<b>II. Social Sciences and History</b> (6 hours)	A. POL SC 1113 – American Federal Government B. American History: Take <b>one</b> of the following: HIST 1483 – American History to 1877 HIST 1493 – American History since 1877	
<b>III. Mathematics</b> (3 hours)	Take <b>one</b> of the following: MATH 1513 – College Algebra MATH 1023 – Business Mathematics	
<b>IV. Natural Sciences</b>	The AAS in Business Services does not require any science courses.	
<b>V. Communications</b> (12 hours)	A. Take <b>both</b> of the following: ENGL 1113 – Freshman Composition I* ENGL 1213 – Freshman Composition II B. Take <b>one</b> of the following:** SPCH 1113 – Fundamentals of Speech SPCH 2233 – Business & Professional Speaking C. CIS 1113 – Computer Applications	*PREREQUISITE: exemption from or exit from Developmental English.  ** Business and Professional Speaking is recommended.

<b>VI. Humanities</b>	The AAS in Business Services does not require any humanities courses.	
<b>VII. General Education Elective</b>	The AAS in Business Services does not require any general education elective courses.	
<b>Major Field</b>	<b>Courses</b>	<b>Notes</b>
	<b>Business Services Core – All Options (24 hours + 3 hours if needed for Keyboarding proficiency)</b>	
All Students in the Business Services Program MUST take the following courses (15 hours):	BUS AD 1123 – Introduction to Business BUS AD 1613 – Principles of Customer Service BUS AD 2123 – Business Communications BUS AD 2223 – Business Law CIS 1533 – Intro to Spreadsheets  Keyboarding Proficiency: * CIS 1101 – Keyboarding for Computers I CIS 1102 – Keyboarding for Computers II	* These courses may be exempted by passing the departmental keyboarding examination. The credit hours for CIS 1101-1102 does not count in the minimum number of hours needed for the AAS in Business Services.
<b>Choose ONE Option</b>	<b>Required Courses for Each Option</b>	
Required Courses for <b>Accounting Assistant</b> (15 hours)	ACCT 1113 – Basic Bookkeeping ACCT 2103 – Financial Bookkeeping * ACCT 2203 – Managerial Bookkeeping ** CIS 2533 – Computer Accounting I *** CIS 2543 – Computer Accounting II ****	* Strongly recommended to take ACCT 1113 before ACCT 2103 **Prerequisite: ACCT 2103 ***Prerequisite: ACCT 1113 or ACCT 2103 **** Prerequisite: ACCT 2203
Required Courses for <b>Hospitality and Gaming Services</b> (15 hours)	BUS AD 1133 – Human Relations BUS AD 1513 – Intro to Hospitality & Tourism BUS AD 2513 – Survey of Casino Operations BUS AD 2523 – Gaming Laws and Regulations BUS AD 2993 – Internship	
Required Courses for <b>General Business Services</b> (15 hours)	BUS AD 1133 – Human Relations Choose 12 hours (4 courses) from the lists for other options or electives	
<b>Business Services Electives – All Options</b> (15 hours)	BUS AD 1113 – Administrative Office Technology BUS AD 1133 – Human Relations BUS AD 2113 – Business Statistics BUS AD 2993 – Internship ECON 2113 – Introduction to Macroeconomics ECON 2123 – Introduction to Microeconomics ENGL 1233 – Grammar CIS 1513 – Intro to Word Processing CIS 1523 – Advanced Word Processing CIS 1543 – Advanced Spreadsheets CIS 2333 – Introduction to Access Database	Business Law (BUS AD 2223) is highly recommended for Option 1.  ECON 2113 & 2123 are highly recommended for students who plan to pursue a bachelor's degree in business in the near future.

### Total Hours for AAS in Business Services

General Education	22
Business Services Core	15 + 3
Option	15
Electives	9
<b>TOTAL</b>	<b>61-64</b>

Division of Business  
**Computer Information Systems (A. S.)**  
**(Options: Business (MIS) and Math (Computer Science))**

The A.S. in Computer Information Systems is designed to outline the freshman and sophomore years of study for students who plan to transfer to a university. The Computer Information Systems degree has two options. The Business Option is related to the Management Information Systems (MIS) degree at the university level. The mathematics option is designed for those students who want a university major in computer science.

Orientation (1 hour)	Course	Note
<b>I. College Success Skills</b> (1 hour)	OLS 1111 – Orientation and Library Science	This course should be taken during the student's first semester.
General Education	Courses	Notes
<b>II. Social Sciences and History</b> (9 hours)	A. POL SC 1113 – American Federal Government B. American History: Take <b>one</b> of the following: HIST 1483 – American History to 1877 HIST 1493 – American History since 1877 C. Other Social Sciences: Take <b>one</b> of the following: PSY 1113 – Introduction to Psychology SOC 1113 – Introduction to Sociology ECON 2113 – Intro to Macroeconomics* ECON 2123 – Intro to Microeconomics *	* Students pursuing the Business Option should choose an ECON course in this category.
<b>III. Mathematics</b> (3 hours)	MATH 1513 – College Algebra Note: Qualified students in the math option can use MATH 1613 here and then take an elective to equal a total of 64 hours.	PREREQUISITE: exemption from or exit from Developmental Math
<b>IV. Natural Sciences</b> (7–9 hours)	A. Life Science: Take <b>one</b> of the following: BIOL 1114 – General Biology BOT 1114 – General Botany BIOL 2103 – Environmental Sciences I ZOO 1114 – General Zoology B. Physical Science: Take <b>one</b> of the following: CHEM 1315 – General College Chemistry I* CHEM 1415 – General College Chemistry II PHY SC 1114 – Physical Science PHY SC 1124 – Elementary Astronomy PHY SC 1214 – Earth Science PHY 1114 – General Physics I	PREREQUISITE for all science courses: exemption from or exit from Developmental Reading  *PREREQUISITE: Exemption from or exit from Developmental Math
<b>V. Communications</b> (12 hours)	A. Take <b>both</b> of the following: ENGL 1113 – Freshman Composition I* ENGL 1213 – Freshman Composition II B. Take <b>one</b> of the following:** SPCH 1113 – Fundamentals of Speech SPCH 2233 – Business & Professional Speaking C. CIS 1113 – Computer Applications	*PREREQUISITE: exemption from or exit from Developmental English.  **Select according to the requirements of the university to which you intend to transfer
<b>VI. Humanities</b> (6 hours)	A. Take <b>one</b> of the following: HUMAN 1133 – Music in Life HUMAN 1143 – Art in Life HUMAN 1153 – Survey of World Religions HUMAN 2103 – Theatre Appreciation HUMAN 2113 – Global Humanities I	PREREQUISITE: for all courses with a HUMAN prefix: exemption from or exit from Developmental Reading

	<p>HUMAN 2213 – Global Humanities II  HUMAN 2223 – Intro to Global Philosophy  HUMAN 2233 – World Literature I  HUMAN 2243 – World Literature II</p> <p>B. Take <u>one</u> of the following:  Another HUMAN course from category VI.A  or  HIST 2413 – Early World Civilization  HIST 2423 – Modern World Civilization  ENGL 2413 – Introduction to Literature  ENGL 2433 – World Literature I  ENGL 2443 – World Literature II  ENGL 2543 – English Literature I  ENGL 2653 – English Literature II  ENGL 2773 – American Literature I  ENGL 2883 – American Literature II  REL ED 2103 – Intro to Old Testament  REL ED 2203 – Intro to New Testament</p>	All HUMAN courses in Category VI have a “global perspective.”
<b>VII. General Education Elective</b> (0–3 hours in order to equal at least 40 in general education.)	<p><u>Choose from the following:</u>  Any course from CATEGORIES II, IV, or VI above that is not being counted in that category.  Any Foreign Language or ASL course (NOTE: some colleges or universities do not accept ASL as Gen Ed)  HIST 1103 – History of Oklahoma  HIST 2723 – History of the American Indian  JOURN 1113 – Intro to Mass Communication  Other PSY courses (NOTE: PSY 1113 is prerequisite.)  Other SOC courses (NOTE: SOC 1113 is prerequisite.)  HPER 1113 – Health Concepts  HPER 2102 – First Aid  HPER 1102 – School and Community Health  Other Math with a PREREQUISITE of MATH 1513</p>	
<b>Major Field</b>	<b>Courses</b>	<b>Notes</b>
<b>Required Courses for BOTH options</b> (12 hours)	<p>CIS 1223 – Computer Logic and Algorithms  CIS 2113 – Programming in COBOL  CIS 2223 – Programming in C++  CIS 2323 – Programming in JAVA</p>	
Courses required for the <b>Business Option</b> (12 hours)	<p>ACCT 2103 – Financial Accounting  ACCT 2203 – Managerial Accounting  BUS AD 2113 – Business Statistics  CIS 2333 – Intro to Access Database</p>	
Courses required for the <b>Math Option</b> (15 hours)	<p>MATH 1613 – Trigonometry*  MATH 2235 – Calculus I**  MATH 2013 – Introduction to Discrete Mathematics  CIS 1233 – Intro to UNIX  CIS 2233 – Advanced C++ Programming</p>	<p>* Prerequisite  MATH 1513  ** Prerequisite  MATH 1613</p>
<b>Total for A.S. in Computer Information Systems</b>	<b>65 hours for Business Option; 68 hours for Math Option</b>	Students may choose to take additional hours for career or personal interest.

**Special Note About Physical Education–Health–Wellness.** Some universities have a requirement for physical education or health or wellness in their general education and/or teacher education curricula. Students should consult their advisors and the catalogs of the universities to which they intend to transfer to determine appropriate courses, if any, to take at Eastern.

**Division of Business**  
**Computer Technology (A.A.S.)**

The A.A.S. in Computer Technology prepares graduates for immediate employment as computer technicians. Although the degree is not primarily designed for entry into bachelor's degree programs, several of the courses are transferable for graduates who decide later to pursue a four-year degree.

Category	Courses	Notes
<b>College Success Skills</b> (1 hour)	OLS 1111 – Orientation and Library Science	This course should be taken during the student's first semester.
<b>History and Government</b> (6 hours)	A. POL SC 1113 – American Federal Government B. American History: Take <b>one</b> of the following: HIST 1483 – American History to 1877 HIST 1493 – American History since 1877	
<b>Mathematics</b> (3 hours)	MATH 1513 College Algebra*	*PREREQUISITE: exemption from or exit from Developmental Math.
<b>Communications</b> (9 hours)	A. Take <b>both</b> of the following: ENGL 1113 – Freshman Composition I* ENGL 1213 – Freshman Composition II B. SPCH 1113 – Fundamentals of Speech <b>or</b> BUS AD 2123 – Business Communications**	*PREREQUISITE: exemption from or exit from Developmental English.  ** PREREQUISITE: ENGL 1213
<b>Required Major Courses</b> (33 hours)	CIS 1223 – Computer Logic and Algorithms CIS 1233 – Introduction to UNIX CIS 1313 – Networking Essentials (CCNA I Certificate *) CIS 1323 – MS WINDOWS XP Professional or (Microsoft Exam 270*) CIS 1333 – MS WINDOWS 2003 Server or (Microsoft Exam 290*) CIS 1343 – MS WINDOWS 2003 Network Infrastructure or (Microsoft Exam 291*) CIS 1353 – MS WINDOWS 2003 Directory Services or (Microsoft Exam 294*) CIS 1363 – MS WINDOWS 2003 Network Security or (Microsoft Exam 299*) CIS 2613 – Software & Support Services CIS 2623 – Hardware Maintenance and Upgrade or (IT Essentials I & II *) CIS 2643 – Telecom/Network Cable Certification or (Any Comparable Cable/Fiber Certificate*)	<b>All students in this AAS Program must take the 33 hours listed (equivalent courses that can be accepted from Career Technology Centers or equivalent Computer Industry Certification as stated in the Parenthesis)</b>  *Courses available at Career Technology Centers or Computer Industry Certification
<b>Supporting Electives</b> (12 Hours)	CIS 2713 – Cisco Systems II or (CCNA-2 Certificate*) CIS 2723 – Cisco Systems III or (CCNA-3 Certificate*) CIS 2733 – Cisco Systems IV or (CCNA-4 Certificate*) CIS 2743 – Implementing Wireless Networks CIS 2993 – Internship for Computer Technology CIS 1113 - Computer Applications ACCT 2103 – Financial Accounting ACCT 2203 – Managerial Accounting BUS AD 1133 – Human Relations BUS AD 2113 - Business Statistics BUS AD 1123 – Intro to Business ECON 2113 – Intro to Macroeconomics	<b>All students in this AAS Program must choose 12 hours from the courses listed.</b>  *Courses available at Career Technology Centers or Computer Industry Certification
<b>Total for AAS in Computer Technology</b>	<b>Minimum of 64 credit hours</b>	Students may choose to take additional hours for career or personal interest.

