

**Associate of Applied Science
Business Technology**

General Education Core (15 credit hours)

Course	Credit Hour
ENG 1003 Freshman English I	3
ENG 1013 Freshman English II	3
MATH 1003 Intermediate Algebra	3
Computer Fundamentals Elective	3
Social Science Elective	3

Business Core (30 credit hours)

Course	Credit Hour
ACCT 2003 Principles of Accounting I	3
BSYS 1013 Business Communications	3
BSYS 1383 Spreadsheet Applications	3
BSYS 1543 Word Processing I	3
BSYS 1563 Admin Support Procedures	3
BSYS 2553 Business Machines	3
ECON 2313 Principles of Macroeconomics	3
MGMT 2003 Introduction to Management	3
MIS 2813 Desktop Publishing App	3
MKTG 1013 Introduction to Business	3

Emphasis area (15 credit hours) Choose one

Administrative Office Technology

Course	Credit Hour
BSYS 1553 Word Processing II	3
BSYS 2523 Machine Transcription	3
MIS 1373 Database Management	3
Business Emphasis Electives	6

Computerized Accounting

Course	Credit Hour
ACCT 2013 Principles of Accounting II	3
ACCT 2033 Computerized Accounting	3
Business Emphasis Electives	9

Microcomputer Business Application

Course	Credit Hour
MIS 1323 Integrated Business Projects	3
MIS 1373 Database Management	3
MIS 1413 Multimedia Applications	3
Business Emphasis Electives	6

Total Required Credit Hours (60)

“ASUN: It’s Closer Than You Think”



Technical Center - Marked Tree

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“A Great Place to start!”

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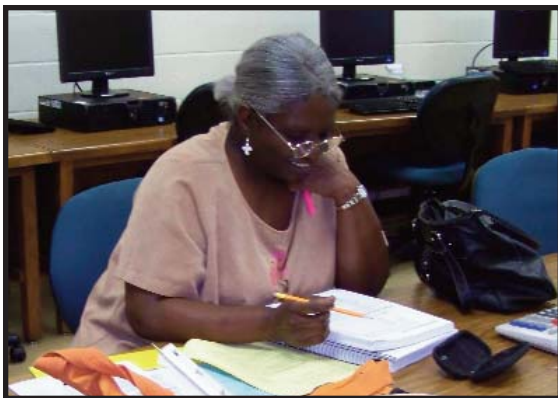
“Our Business Is You”

Associate of Applied Science Business Technology

ASU-Newport Technical Center Marked Tree's business program offers several options for students as they begin their paths to careers in the business field. The Associate of Applied Science Business Technology degree is a two-year degree designed for persons who wish to complete a degree and go directly into business. A student completing this degree may also transition into a Bachelor's degree at a four-year institution. There are three emphasis areas to choose from in the Associate of Applied Science Business Technology degree:

- Administrative Office Technology
- Computerized Accounting
- Microcomputer Business Application

This program provides students with a solid foundation in general education and business related courses. Students gain hands-on experience in the use of several popular software packages, as well as in introduction to computer operations and computer systems. The three certificate options in business offer students a wide range of employment possibilities for work in today's office.



Applying for Admission

Prospective students should submit the following required credentials prior to the date of desired registration:

1. An application for admission.
2. American College Test (ACT, SAT, or Compass) Student Profile Report. (In accordance with state law, scores are required for placement in math, English, and reading.) Scores cannot be older than five years.
3. An official high school transcript that includes date of graduation, or results of the General Education Development test (GED), or official transcripts from previous colleges or universities. (A tentative admission decision can be made on the basis of a seven-semester high school transcript.)
4. Provide proof of immunization for rubella and (2) measles. (Arkansas state law requires all students to provide proof of two separate immunization dates.)

Reasons to Participate in Business Technology Program

*According to the Arkansas Career Planning System, Office and Administrative Support Workers earn on average \$28,500 per year. It was also reported there are over 7,000 job openings per year in the office and administrative support industry.

**Organizations need to process a rapidly growing amount of information. By keying in text, entering data into a computer, operating a variety of office machines, and performing other clerical duties, these workers help organizations keep up with the rapid changes that are characteristic of today's "Information Age."

The increased use of various data-capturing technologies, such as barcode scanners, voice recognition technologies, and sophisticated character recognition readers will maintain the demand for those people who are educated in business technology. These technologies can be applied to a variety of business transactions, such as inventory tracking, invoicing, and placing orders. Moreover, as telecommunications technology improves, many organizations will increasingly take advantage of computer networks that allow data to be transmitted electronically.

