

# AAS-Administrative Professional and Office Technology

Printed Name: \_\_\_\_\_ IDN: \_\_\_\_\_

**Major Code: 4105- Choose one of the following concentrations (circle choice) C009 Accounting Assistant; C010 Human Resources Assistant; C011 Medical Office Assistant**

This degree is not available in a guaranteed 8-semester plan for qualified freshmen. See your advisor to declare your major and sign an official degree plan. The prerequisites and corequisites of the degree requirements are subject to change.

FIRST SEMESTER: 15 hours				SECOND SEMESTER: 15 hours			
Hrs	Courses	Notes	Grade	Hrs	Courses	Notes	Grade
3	APRO 1303 Workplace Computations	2		3	APRO 1203 Administrative Office Procedures	2	
3	APRO 1103 Computer Input Technology	2		3	APRO 1603 Electronic Bookkeeping I	2	
3	APRO 1113 Career Management	2		3	ITA 1003 Computer Applications for the Knowledge Worker	2	
3	English composition requirement	1		3	English composition requirement	1	
3	Selected option plan course(s)	2 & 3		3	Selected option plan course(s)	2 & 3	
THIRD SEMESTER: 15 (16) hours				FOURTH SEMESTER: 16 hours			
Hrs	Courses	Notes	Grade	Hrs	Courses	Notes	Grade
3	APRO 1703 Electronic Office Applications	2		3	APRO 2863 Academic Internship	2	
3	APRO 2343 Professional and Office Communication	2		3	APRO 2923 Integrated Office Procedures Project	2	
3	MATH 1303 College Mathematics or MATH 1403 College Algebra			3	APRO 2983 Emerging Office Technology	2	
3	SPCH 1203 Intro to Speech Communication			4	PHSC 2713/2711 Physical Science/Lab		
3/4	Selected option plan course	2 & 3		3	SOCI 2753 Introduction to Sociology		

**Total Hours: 61/62**

**NOTES**

- 1: General Education Core Requirements, see Graduation Requirements section of this catalog. Select one English sequence.
- 2: These courses are used to determine major courses in residency, see Graduation Requirements. Student must maintain a 2.00 cumulative GPA in these courses.
- 3: **Select one of the following options:**

Accounting Assistant: 10 hours				Human Resources Assistant: 9 hours			
Hrs	Courses	Notes	Grade	Hrs	Courses	Notes	Grade
3	APRO 1653 Employee Benefits			3	APRO 1653 Employee Benefits		
3	APRO 2403 Electronic Bookkeeping II			2	LEGL 2162 Employment Law		
3	APRO 2903 Professional Bookkeeping			3	APRO 2803 Human Resource Management for Administrative Professionals		
1	ITA 1011 Quickbooks			1	ITA 1011 Quickbooks		

Medical Office Assistant: 9 hours			
Hrs	Courses	Notes	Grade
3	APRO 2853 Medical Insurance and Billing		
3	APRO 2843 Medical Insurance Coding		
3	HLTH 1473 Medical Terminology		

**Transfer Course Information**

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. Courses transferability is not guaranteed for courses listed in ACTS as "No Comparable Courses." ACTS-Arkansas Course Transfer System <http://acts.adhe.edu> -select Course Transfer. Students may also view the UA Fort Smith Transfer Credit Guide at [www.uafortsmith.edu/Transfer/TransferCreditGuide](http://www.uafortsmith.edu/Transfer/TransferCreditGuide). See Acceptance of Transfer Credits section of the 2011-2012 academic catalog for a complete list of transfer provisions.

**Student Degree Program Requirements**

A student’s degree program requirements are those specified in the catalog in effect at the time of declaration of program major. Students must meet the above program requirements and the graduation requirements as indicated by institutional and college policy. The program can be changed only with the approval of the official advisor. If original courses are eliminated, students may be required to meet new curriculum requirements in the degree program. If students are not enrolled for two or more consecutive terms (excluding summer terms), they must re-enter under the program requirements of the current catalog. Students are responsible for understanding program requirements and changes. This document is not official until signed and dated by both the student and an authorized university representative.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_