



EASTERN KENTUCKY UNIVERSITY

College of Business & Technology

SUGGESTED CURRICULUM GUIDE FOR OFFICE SYSTEMS & TECHNOLOGIES (A.A.S. DEGREE) – Fall 2009

Freshman (1st Semester) 14 hrs

BTO 100*
 Block I-A* ENG 101
 CCT 106 Electronic Data Input
 CCT 101 Entrepreneurship
 MAT 105 or MAT 107
 Block I-C CMS 100

Freshman (2nd Semester) 15 hrs

Block I-B* ENG 102
 Block III-B Humanities
 ACC 201 Introduction to Financial Accounting
 ECO 230 Principles of Economics I
 CCT 200 Word Processing Applications

Sophomore (1st Semester) 19 hrs

ACC 202 Introduction to Managerial Accounting
 CCT 201 Professional Communications
 CCT 250 Integrated Office Software
 CCT 280 Office Procedures and Administration
 CCT 302 Desktop Publishing for the Business Office
 Free Electives (4 hrs)

Sophomore (2nd Semester) 16 hrs

CCT 349 or ECO 231
 GBU 204 Legal and Ethical Environments of Business
 ACC 250 Financial Accounting Cycle
 CCT 290 Office Systems Applications
 CCT 303 Office Systems Management and Support
 CCT 310 International Business Communication

*Course must be taken in semester indicated.

ASSOCIATE OF APPLIED SCIENCE - Dept of Management, Marketing, and Admin Communication Office Systems and Technologies

University Requirements	1 hr
BTO 100	
General Education Requirements.....	15 hrs
ENG 101, 102, three hrs of Humanities, three hrs of Math, and CMS 100.	
Free Electives (Non-Business).....	4 hrs
Supporting Course Requirements	16 hrs
ACC 201, 202, 250; ECO 230 or 231; GBU 204, CCT 349 or ECO 230 or 231.	
Major Requirements.....	28 hrs
CCT 101, 106 (1 hr), 200, 201, 250, 280, 290, 302, 303, 310.	
Total Curriculum Requirements.....	64 hrs