

**ASSOCIATE OF APPLIED SCIENCE BUSINESS & INFORMATION TECHNOLOGY
EMPHASIS OFFICE SYSTEMS DEGREE CODE: 3018**

Student: _____ Advisor: _____ Date: _____

ENGLISH/COMMUNICATIONS

Nine (9) hours required

- _____ ENG113 English Composition I * (F,S)
- _____ ENG123 English Composition II * (F,S)
- OR
- _____ ENG113 Technical Writing* (S)
- _____ SPC203 Oral Communications (F,S)

NOTES

MATHEMATICS

Three (3) hours required

- _____ MTH113 Technical Math* or higher (F,S)

ACCOUNTING

Eight (8) hours required

- _____ ACC203 Accounting I (F)
- _____ ACC213 Accounting II* (S)
- _____ ACC101/111 QuickBooks I & II (S)

*Indicates prerequisite. Consult catalog
**Elective must be approved by advisor.

BUSINESS

Eighteen (18) hours required

- _____ BUS123 Organizational Behavior (F, S)
- _____ BUS203 Leadership/Ethics (F, S)
- _____ BUS213 Business Communications (F,S)
- _____ BUS223 Business Law I (F)
- _____ BUS243 Human Resource Management (F-Even Years)
- _____ BUS293 Personal Finance (F)

Total hours AAS Office Systems 60

COMPUTER SYSTEMS TECHNOLOGY

Sixteen (16) hours required

- _____ CST113 Computer Applications (F,S)
- _____ CST273 Spreadsheet Applications* (F,S)
- _____ CST153 Concepts of Operating Systems* (F,S)
- _____ CST283 Database Applications* (F,S)
- _____ CST134 Web Design (F)

ECONOMICS

Three (3) hours required

- _____ ECN203 Microeconomics (F, SMR)

HEALTH

Three (3) hours required

- _____ AHIM1003 Medical Terminology (F)

Underlined courses are on the Certificate of General Studies degree.

"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. Degrees are not accepted in transfer toward bachelor's degrees.

Students for whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer."

*Students may also check the **Arkansas Course Transfer System** for the transferability of classes.*

Consult the UARM catalog for more information about this degree.

**ASSOCIATE OF APPLIED SCIENCE BUSINESS & INFORMATION TECHNOLOGY
EMPHASIS OFFICE SYSTEMS**

FAQ: Associate of Applied Science Office Systems

Q: What is the Associate of Applied Science Office Systems (AAS OT) Degree?

A: The Associate of Applied Science Degree in Office Systems is designed to provide essential training for students desiring to fill available office jobs. The degree plan incorporates intensive training in business skills courses as well as provides a fundamental general education curriculum as stated by the Arkansas Department of Higher Education. This degree is designed for occupational placement and is **nontransferable**. Some courses, however, may apply toward a baccalaureate degree.

Q: How many hours are required in the AAS OT Degree?

A: This is a 60-hour program. The following chart shows a suggested course of study that allows the student to complete this AAS in four semesters.

<u>First Semester</u>		<u>Credit Hrs.</u>	<u>Second Semester</u>		<u>Credit Hrs.</u>
ACC203	Principles of Accounting I	3	ACC213	Principles of Accounting II	3
AHIM1003	Medical Terminology	3	ACC101/111	QuickBooks I&II	2
BUS123	Organizational Behavior	3	BUS213	Business Communications	3
BUS293	Personal Finance	3	CST153	Concepts of Operating Systems	3
CST113	Computer Applications	3	CST283	Database Applications	3
Total Hours		15	Total Hours		14
<u>Third Semester</u>		<u>Credit Hrs.</u>	<u>Fourth Semester</u>		<u>Credit Hrs.</u>
BUS223	Business Law I	3	BUS203	Leadership & Ethics	3
	Human Resource Management				
BUS243	(Even Years)	3	CST273	Spreadsheet Applications	3
CST134	Web Design	4	ENG123	English Composition II or	
ECN203	Microeconomics	3	ENG133	Technical Writing	3
ENG113	English Composition I	3	MTH113	Technical Math or higher	3
			SPC203	Oral Communications	3
Total Hours		16	Total Hours		15

Q: How am I assigned an advisor?

A: Once you complete the application process and declare a degree, you will be assigned an advisor with expertise in your chosen degree. It is important for you to develop a good working relationship with your advisor as this is the person who will help guide you through your time at UARM. If you have questions about your advisor, call the Director of Admissions, at 479-394-7622 ext. 1440.

Q: Will this degree transfer to a 4-year institution?

A: This degree is not a transfer degree; however, some of the courses in this degree may transfer to senior institutions. It is best to discuss this degree and your plans with your transfer institution. You can also research the transferability of courses within this degree on the UA RMCC internet. Access the UARM home page, and go to **current student > transfer information > transfer course equivalency guides**.

You will also find a link to **ACTS**, the Arkansas Course Transfer System.

Q: Where can I get more information about this degree?

A: The UARM catalog has more details about this degree. Your advisor can help you with any questions you may have.

Q: What if I start having trouble or get behind in my classes?

A: Student Support Services, a federally funded TRIO program, is located in the Johnson Learning Commons and offers a variety of free services to qualified students. In addition to tutoring, SSS offers academic and transfer advising, career planning, and study skills development.

Q: What do I need to do to enroll in classes at RMCC?

A: You may call the Educational Opportunity Center (EOC) at 479-394-7622 ext. 1642 or 1644 for information and assistance with the enrollment process or contact the Director of Admissions at ext. 1440.

Associate of Applied Science (A.A.S.) Disclaimer The Arkansas Department of Higher Education has asked all Arkansas institutions offering an A.A.S. Degree to print the following general disclaimer: *"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. Degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer"*