

**ASSOCIATE OF APPLIED SCIENCE IN BUSINESS & INFORMATION TECHNOLOGY  
EMPHASIS BUSINESS ADMINISTRATION (3018)**

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**ENGLISH/COMMUNICATIONS Nine (9) hours required**

\_\_\_\_\_ ENG113 English Composition I \* (F,S)

**AND**

\_\_\_\_\_ ENG123 English Composition II \* (F,S)

**OR**

\_\_\_\_\_ ENG133 Technical Writing \*<sup>1</sup> (S)

\_\_\_\_\_ SPC203 Oral Communication (F,S)

**NOTES**

**MATHEMATICS Three (3) hours required**

\_\_\_\_\_ MTH113 Technical Math \*<sup>2</sup> (F,S)

**OR**

\_\_\_\_\_ MTH203 College Algebra \* (F,S)

**OR**

\_\_\_\_\_ MTH 2103 College Mathematics\*(F,S)  
(For non-STEM majors)

**BUSINESS Thirty (30) hours required**

\_\_\_\_\_ BUS123 Organizational Behavior (F)

\_\_\_\_\_ BUS153 Entrepreneurship (F-Odd Years)

\_\_\_\_\_ BUS203 Leadership/Ethics (F,S)

\_\_\_\_\_ BUS213 Business Communication (F,S)

\_\_\_\_\_ BUS223 Business Law I (F)

\_\_\_\_\_ BUS273 Money and Banking (F)

\_\_\_\_\_ BUS243 Human Resource Man. (F-Even Years)

\_\_\_\_\_ BUS263 Business Statistics\* (S)

\_\_\_\_\_ BUS233 Business Law II (S)

\_\_\_\_\_ BUS253 Marketing (S)

**ACCOUNTING Six (6) hours required**

\_\_\_\_\_ ACC203 Accounting I (F)

\_\_\_\_\_ ACC213 Accounting II\* (S)

**COMPUTER SYSTEMS TECHNOLOGY**

**Six (6) hours required**

\_\_\_\_\_ CST113 Computer Applications (F,S, SMR)

\_\_\_\_\_ CST273 Spreadsheet Applications\* (F,S)

**ECONOMICS Six (6) hours required**

\_\_\_\_\_ ECN203 Microeconomics (F,SMR)

\_\_\_\_\_ ECN213 Macroeconomics (S)

**Total hours AAS Business Adm. 60 hours**

**\*Indicates a prerequisite. Consult catalog.**

**<sup>1</sup>ENG133 is not intended for transfer.**

**<sup>2</sup>MTH113 is not intended for transfer.**

**I understand that**

*"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 UA Rich Mountain catalog for more information about this degree.*

Student signature \_\_\_\_\_

**F, S, SMR note the semester a class is generally offered; however, class schedules are subject to change**

**F=Fall S=Spring SMR=Summer**

**ASSOCIATE OF APPLIED SCIENCE IN BUSINESS & INFORMATION TECHNOLOGY  
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**FAQ: Associate of Applied Science Business Administration**

**Q: What is the Associate of Applied Science Business Administration?**

A: The Associate of Applied Science Degree is designed for students who plan to seek employment upon graduation. The programs prepare the graduates to enter a job, be productive with a minimum of on-the-job training, and, with additional experience, advance to positions of increased responsibility. The following chart shows a suggested course of study that allows the student to complete the AAS in four semesters:

<u>First Semester</u>		<u>Credit Hrs.</u>	<u>Second Semester</u>		<u>Credit Hrs.</u>
BUS123	Organizational Behavior	3	BUS263	Business Statistics	3
CST113	Computer Applications	3	CST273	Spreadsheet Applications*	3
ECN203	Microeconomics	3	ECN213	Macroeconomics	3
ENG113	English Composition I*	3	ENG113	Technical Writing* or	
	Human Resource Management				
BUS243	(Even Years) OR	3	ENG123	English Composition II*	3
BUS153	Entrepreneurship (Odd Years)	3	MTH113	Technical Math or higher*	3
<b>Total Hours</b>		<b>15</b>	<b>Total Hours</b>		<b>15</b>
<u>Third Semester</u>		<u>Credit Hrs.</u>	<u>Fourth Semester</u>		<u>Credit Hrs.</u>
ACC203	Principles of Accounting I	3	ACC213	Principles of Accounting II*	3
BUS223	Business Law I	3	BUS233	Business Law II	3
BUS273	Money and Banking	3	BUS253	Marketing	3
	Human Resource Management				
BUS243	(Even Years) OR	3	BUS203	Leadership & Ethics	3
BUS153	Entrepreneurship (Odd Years)	3	BUS213	Business Communications	3
SPC203	Oral Communications	3			
<b>Total Hours</b>		<b>15</b>	<b>Total Hours</b>		<b>15</b>

*\*Indicates prerequisite - Consult RMCC catalog*

**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 UA RMCC. 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: 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 UA RMCC home page, and go to **current student > transfer information > transfer course equivalency guides**. You will find a link to **ACTS**, the Arkansas Course Transfer System.

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

A: The UA RMCC catalog has more details about this degree. Your advisor can help you with any questions.

**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."*