

**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 *¹ (S)

_____ SPC203 Oral Communication (F,S)

NOTES

MATHEMATICS Three (3) hours required

_____ MTH113 Technical Math *² (F,S)

OR

_____ MTH203 College Algebra * (F,S)

OR

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

BUSINESS Twenty-Seven (27) hours required

_____ BUS203 Leadership/Ethics (F,S)

_____ BUS213 Business Communications (F,S)

_____ BUS223 Business Law I (F)

_____ BUS243 Human Resource Man. (S)

_____ BUS263 Business Statistics* (S)

_____ BUS233 Business Law II (S)

_____ BUS273 Money & Banking (F)

_____ MGMT2103 Managing People & Org (F)

_____ SCMT2103 Supply Chain Mgmt (S)

ACCOUNTING Six (6) hours required

_____ ACC203 Accounting I (F)

_____ ACC213 Accounting II* (S)

COMPUTER SYSTEMS TECHNOLOGY

Nine (9) hours required

_____ CST113 Computer Applications (F,S, SMR)

_____ CST273 Spreadsheet Applications* (F,S)

_____ CST283 Database 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.**

¹ENG133 will transfer to some 4-year institutions – check ACTS & consult transfer institution.

²MTH113 will transfer to some 4-year institutions – check ACTS & consult transfer institution.

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 website](#). 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
EMPHASIS BUSINESS ADMINISTRATION (3018)**

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 who starts this program in the fall semester, who takes the prescribed 15 hours per semester, and who is able to go directly into college level math and English to earn a Technical Certificate two semesters and an Associate of Applied Science degree in four semesters.

First Semester (Fall)		Credit Hrs	Second Semester (Spring)		Credit Hrs
ACC203	Principles of Accounting I	3	ACC213	Principles of Accounting II	3
BUS203	Leadership & Ethics	3	BUS213	Business Communications	3
BUS213	Business Law I	3	BUS243	Human Resource Mgmt	3
CST113	Computer Applications	3	CST273	Spreadsheet Applications	3
ECN203	Microeconomics	3	ECN213	Macroeconomics	3
Total credit hours		15	Total credit hours		15
Third Semester (Fall)		Credit Hrs	Fourth Semester (Spring)		Credit Hrs
CST283	Database Applications	3	BUS233	Business Law II	3
ENG113	English Composition I	3	BUS253	Marketing	3
MTH203	College Algebra	3	BUS263	Business Statistics	3
OR	OR		ENG123	English Composition II	3
MATH203	College Mathematics	3	OR	OR	
OR	OR		ENG133	Technical Writing	3
MTH113	Technical Math	3			
	OR		SCMT2103	Supply Chain Management	3
MGMT2103	Managing People...	3	Total credit hours		15
SPC203	Oral Communication	3			
Total credit 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: The Arkansas Course Transfer System (ACTS) is a post-secondary education resource service coordinated by the Arkansas Department of Higher Education (ADHE). ACTS provides course information to facilitate student transfer within Arkansas public colleges and universities. Find out more at the [Arkansas Course Transfer System website](#).

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."*