Associate of Applied Science in Business Administration: 0280*  
*For Students Enrolled Prior to Fall 2011

Student:______________________________ Advisor:______________________________ Date:______

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS Nine (9) hours required</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ ENG 113 English Composition I *</td>
<td></td>
</tr>
<tr>
<td>_____ ENG 123 English Composition II *</td>
<td></td>
</tr>
<tr>
<td>_____ SPC203 Oral Communication</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS Three (3) hours required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ MTH113 Technical Math *or</td>
<td></td>
</tr>
<tr>
<td>_____ MTH203 College Algebra *</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS Twenty-Seven (27) hours required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ BUS123 Organizational Behavior***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS203 Leadership/Ethics***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS213 Business Communication***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS223 Business Law I***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS273 Money and Banking***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS243 Human Resource Management***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS263 Business Statistics* ***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS233 Business Law II***</td>
<td></td>
</tr>
<tr>
<td>_____ BUS253 Marketing***</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNTING Six (6) hours required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ ACC203 Accounting I</td>
<td></td>
</tr>
<tr>
<td>_____ ACC213 Accounting II*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTER SYSTEMS TECHNOLOGY Three (3) hours required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ CST113 Introduction to Computers *</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECONOMICS Six (6) hours required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ ECN 203 Microeconomics</td>
<td></td>
</tr>
<tr>
<td>_____ ECN213 Macroeconomics *</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTIVES Six (6) hours required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Social Science elective</td>
<td></td>
</tr>
<tr>
<td>_____ Business elective**</td>
<td></td>
</tr>
</tbody>
</table>

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

_____ Take CAAP

*Indicates prerequisite. Consult catalog.
**Requires instructor/advisor approval.
***Indicates class offered in alternating semesters. Check catalog for semester scheduling.

---

Approved Social Science Electives
HIS143, HIS153, HIS213, HIS223, PSI103, CRJ103, CRJ133, ECN203, GEO103, HIS233, PSY203, PSY213, PSY223

In addition to checking the Arkansas Course Transfer System for transferability of classes, the student should also check the transfer university’s website.

Updated Fall 2012
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 shows a suggested course of study that allows the student to complete the AAS in four semesters:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS123 Organizational Behavior</td>
<td>BUS263 Business Statistics</td>
<td>15</td>
</tr>
<tr>
<td>ENG113 English Composition I</td>
<td>CST113 Intro. to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>MTH113 Technical Math</td>
<td>ENG123 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ECN203 Economics I</td>
<td>SPC203 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>ECN213 Economics II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC203 Accounting I</td>
<td>ACC213 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS223 Business Law I</td>
<td>BUS233 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS273 Money and Banking</td>
<td>BUS253 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS243 Human Resource Mngmnt</td>
<td>BUS203 Leadership/Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective**</td>
<td>BUS213 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

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

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 RMCC. If you have questions about your advisor, call the Director of Admissions at 479-394-7622 ext. 1440 or the Director of Student Success Initiatives at 479-394-7622 ext. 1460.

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 RMCC internet. Access the RMCC 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.

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."

Q: Where can I get more information about this degree?
A: The RMCC catalog has more details about this degree. Your advisor can help you with any questions.

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 Abernathy Building and offers a wide variety of free services to qualified students. In addition to tutoring, SSS offers academic and transfer advising, career planning, and study skills development. Contact SSS at 479-394-7622 ext. 1621 for further information.

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. 1460.

Revised Fall 2009