**ENGLISH/COMMUNICATIONS**

**Nine (9) hours required**

- ENG113 English Composition I *
- ENG123 English Composition II *
- SPC203 Oral Communications

**MATHEMATICS**

**Three (3) hours required**

- MTH113 Technical Math* or higher

**ACCOUNTING**

**Six (6) hours required**

- ACC203 Accounting I
- ACC213 Accounting II*

**BUSINESS**

**Nine (9) hours required**

- BUS123 Organizational Behavior
- BUS203 Leadership/Ethics
- BUS213 Business Communications*

**COMPUTER SYSTEMS TECHNOLOGY**

**Eighteen (18) hours required**

- CST113 Introduction to Computers
- CST103 Word Processing App*
- CST273 Spreadsheet Applications*
- CST153 Concepts of Operating Systems*
- CST283 Database Applications*
- CST253 Computerized Accounting*

**OFFICE TECHNOLOGY**

**Three (3) hours required**

- OFT143 Office Machines and Procedures*

**ELECTIVES**

**Twelve (12) hours required**

- BUS or CST Elective**
- BUS or CST Elective**
- BUS or CST Elective**
- Social Science Elective

**Total hours AAS Office Technology**  60

- Take CAAP

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

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
Q: **What is the Associate of Applied Science Office Technology (AAS OT) Degree?**
A: The Associate of Applied Science Degree in Office Technology 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 shows a suggested course of study that allows the student to complete this AAS in four semesters.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 123 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>OFT 143 Office Machines and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SPC 203 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>CST 113 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUS/CST Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 203 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CST 153 Concepts of Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENG 113 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS/CST Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Electives 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 Brandon Burk, Director of Admissions, at 479-394-7622 x 1440 or Terry Francis, Associate Vice President for Student Affairs, at 479-394-7622 x 1460.

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 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: Page 117-118 of the RMCC 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 Abernathy Building 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. SSS also has a book and technology loan program. Contact Lisa Rackley at 479-394-7622 ext. 1624, Theresa Davis at 479-394-7622 ext. 1621 or Lisa Harrison at 479-637-5502 for further information.

Updated Fall 2012
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.

www.rmcc.edu