ASSOCIATE OF APPLIED SCIENCE IN BUSINESS & INFORMATION TECHNOLOGY
BUSINESS EMPHASIS 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
____ ENG133 Technical Writing * (S)
____ SPC203 Oral Communication (F,S)

MATHEMATICS Three (3) hours required

____ MTH113 Technical Math * (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 Management (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)
____ CST273 Spreadsheet Applications (F,S)

ECONOMICS Six (6) hours required

____ ECN203 Microeconomics (F,SMR)
____ ECN213 Macroeconomics (S,SMR)

Total hours AAS Business Adm. 60 hours

____ Take CAAP
**Requires instructor/advisor approval.
*Indicates prerequisite. Consult catalog.

F, S, OD note the semester a class is generally offered; however, class schedules are subject to change
F=Fall   S=Spring   SMR-Summer   OD=On Demand

“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 RMCC catalog for more information about this degree.

Updated Fall 2015
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:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS123 Organizational Behavior</td>
<td>BUS263 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CST113 Computer Applications</td>
<td>CST273 Spreadsheet Applications*</td>
<td>3</td>
</tr>
<tr>
<td>ECN203 Microeconomics</td>
<td>ECN213 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG113 English Composition I*</td>
<td>ENG113 Technical Writing* or</td>
<td>3</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td></td>
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</tr>
<tr>
<td>BUS243 (Even Years) OR</td>
<td>ENG123 English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>BUS153 Entrepreneurship (Odd Years)</td>
<td>MTH113 Technical Math or higher*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC203 Principles of Accounting I</td>
<td>ACC213 Principles of 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 Human Resource Management</td>
<td>BUS253 Marketing</td>
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<td>BUS153 Entrepreneurship (Odd Years)</td>
<td>BUS213 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPC203 Oral Communications</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*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 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 RMCC internet. Access the 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 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."