ASSOCIATE OF APPLIED SCIENCE BUSINESS & INFORMATION TECHNOLOGY  
EMPHASIS OFFICE SYSTEMS   
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
- **ENG113 Technical Writing* (S)**
- **SPC203 Oral Communications (F,S)**

**MATHEMATICS**

*Three (3) hours required*

- **MTH113 Technical Math* or higher (F,S)**

**ACCOUNTING**

*Eight (8) hours required*

- **ACC203 Accounting I (F)**
- **ACC213 Accounting II* (S)**
- **ACC101/111 QuickBooks I & II (S)**

**BUSINESS**

*Eighteen (18) hours required*

- **BUS123 Organizational Behavior (F, S)**
- **BUS203 Leadership/Ethics (F, S)**
- **BUS213 Business Communications (F,S)**
- **BUS223 Business Law I (F)**
- **BUS243 Human Resource Management (F-Even Years)**
- **BUS293 Personal Finance (F)**

**COMPUTER SYSTEMS TECHNOLOGY**

*Sixteen (16) hours required*

- **CST113 Computer Applications (F,S)**
- **CST273 Spreadsheet Applications* (F,S)**
- **CST153 Concepts of Operating Systems* (F,S)**
- **CST283 Database Applications* (F,S)**
- **CST134 Web Design (S)**

**ECONOMICS**

*Three (3) hours required*

- **ECN203 Microeconomics (F, SMR)**

**HEALTH**

*Three (3) hours required*

- **AHIM1003 Medical Terminology (F)**
- **Take CAAP**

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

**Total hours AAS Office Systems   60**

"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.

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Updated FALL 2015
FAQ: Associate of Applied Science Office Systems

Q: What is the Associate of Applied Science Office Systems (AAS OT) Degree?
A: The Associate of Applied Science Degree in Office Systems 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 chart 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>Credit Hrs.</th>
<th>Second Semester</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC203 Principles of Accounting I</td>
<td>3</td>
<td>ACC213 Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>AHIM1003 Medical Terminology</td>
<td>3</td>
<td>ACC101/111 QuickBooks I&amp;II</td>
<td>2</td>
</tr>
<tr>
<td>BUS123 Organizational Behavior</td>
<td>3</td>
<td>BUS213 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS293 Personal Finance</td>
<td>3</td>
<td>CST153 Concepts of Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CST113 Computer Applications</td>
<td>3</td>
<td>CST283 Database Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credit Hrs.</th>
<th>Fourth Semester</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS223 Business Law I</td>
<td>3</td>
<td>BUS203 Leadership &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td></td>
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<td></td>
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<tr>
<td>(Even Years)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BUS243</td>
<td>3</td>
<td>CST273 Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CST134 Web Design</td>
<td>4</td>
<td>ENGI123 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ECN203 Microeconomics</td>
<td>3</td>
<td>ENGI133 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGI113 English Composition I</td>
<td>3</td>
<td>MTH113 Technical Math or higher</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>16</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

(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: 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.

(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 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 Johnson Learning Commons 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.

(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. 1440.

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.

Updated Fall 2015