

**Associate of Applied Science in Business & Information Technology  
Emphasis Business Administration (3018)**

Student \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

**ENGLISH /COMMUNICATIONS: Nine (9) hours required**

- \_\_\_\_\_ SPCH 10003 Oral Communications (F,S)
- \_\_\_\_\_ ENGL 10103 English Comp I\* (F,S)
- AND**
- \_\_\_\_\_ ENGL 10203 English Comp II\* (F,S)
- OR**
- \_\_\_\_\_ ENGL 20203 Technical Writing\*(S)(see notes)

**MATHEMATICS Three (3) hours required**

- \_\_\_\_\_ MATH 11003 College Algebra\* (or above) (F,S)
- OR**
- \_\_\_\_\_ MATH 10003 College Mathematics\* (F,S)  
(For non-STEM majors)
- OR**
- \_\_\_\_\_ MATH 10103 Technical Math\*(see notes)

**Business Twenty-seven (27) hours required**

- \_\_\_\_\_ BUSI 20373 Leadership/Ethics (F,S)
- \_\_\_\_\_ BUSI 20103 Business Communications (F,S)
- \_\_\_\_\_ BLAW 20003 Business Law I (F)
- \_\_\_\_\_ BUSI 24373 Human Resource Management (S)
- \_\_\_\_\_ BUSI 21003 Intro to Business Statistics \* (S)
- \_\_\_\_\_ BLAW 20403 Business Law II (S)
- \_\_\_\_\_ BUSI 27373 Money & Banking (F)
- \_\_\_\_\_ MGMT 21003 Managing People & Organizations (F)
- \_\_\_\_\_ SCMT 21003 Supply Chain Management (S)

**Accounting Six (6) hours required**

- \_\_\_\_\_ ACCT 20003 Accounting I (F)
- \_\_\_\_\_ ACCT 20103 Accounting II\* (S)

**Computer Systems Technology Nine (9) hours required**

- \_\_\_\_\_ CPSI 10003 Computer Applications (F,S, Smr)
- \_\_\_\_\_ ISYS 27303 Spreadsheet Applications\* (F,S)
- \_\_\_\_\_ ISYS 28303 Database Applications (F,S)

**Economics Six (6) hours required**

- \_\_\_\_\_ ECON 22003 Microeconomics (F, Smr)
- \_\_\_\_\_ ECON 21003 Macroeconomics (S)

**Total hours AAS Business Administration 60 hours**

\*Indicates a prerequisite. Consult catalog

**NOTES**

ENGL 20203 Technical Writing will transfer to some 4-year institutions; check ACTS & consult transfer institution.

MATH10103 will transfer to some 4-year institutions; check ACTS & consult transfer in 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 (ACTS) website (<https://adhe.edu/students-parents/transfer-info-for-students>) for the transferability of classes.*

This degree **Does Not** qualify for the UARK Transfer Achievement scholarship.  
(<https://scholarships.uark.edu/transfer-scholarships/ar-transfer-achievement-eligibility.php>)

(<https://codes.findlaw.com/ar/title-6-education/ar-code-sect-6-61-231.html>)

\_\_\_\_\_  
Student Signature

**Associate of Applied Science in Business & Information Technology  
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**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 in two semesters and an Associate of Applied Science degree in four semesters.

<u>First Semester (Fall)</u>	<b>Credit Hrs</b>	<u>Second Semester (Spring)</u>	<b>Credit Hrs</b>
ACCT 20003 Principles of Accounting I	<b>3</b>	ACCT 20103 Principles of Accounting II	<b>3</b>
BUSI 20373 Leadership & Ethics	<b>3</b>	BUSI 20103 Business Communications	<b>3</b>
BLAW 20003 Business Law I	<b>3</b>	BUSI 24373 Human Resource Mgmt	<b>3</b>
CPSI 10003 Computer Applications	<b>3</b>	ISYS 27303 Spreadsheet Applications	<b>3</b>
ECON 22003 Microeconomics	<b>3</b>	ECON 21003 Macroeconomics	<b>3</b>
Total credit hours	<b>15</b>	Total credit hours	<b>15</b>

<u>Third Semester (Fall)</u>	<b>Credit Hrs</b>	<u>Fourth Semester (Spring)</u>	<b>Credit Hrs</b>
ISYS 28303 Database Applications	<b>3</b>	BLAW 20403 Business Law II	<b>3</b>
ENGL 10103 English Composition I	<b>3</b>	BUSI 27373 Money & Banking	<b>3</b>
SPCH 10003 Oral Communication	<b>3</b>	BUSI 21003 Business Statistics	<b>3</b>
MGMT 21003 Managing People...	<b>3</b>	SCMT 21003 Supply Chain Management	<b>3</b>
MATH 11003 College Algebra	<b>3</b>	ENGL 10203 English Composition II	<b>3</b>
<b>OR</b>		<b>OR</b>	
MATH 10003 College Mathematics	<b>3</b>	ENGL 20203 Technical Writing	<b>3</b>
<b>OR</b>			
MATH 10103 Technical Math	<b>3</b>		
Total credit hours	<b>15</b>	Total credit hours	<b>15</b>

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. (<https://adhe.edu/students-parents/transfer-info-for-students>)

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."*