



**Associate of Applied Science
Business Technology
Administrative Services Option
2009-2010**

Name _____ Anticipated Graduation Date _____

Developmental Courses

Original placement in developmental education courses is determined by ACT, ASSET, or SAT test scores. I understand that if required to enroll in developmental education courses as a result of my test scores and Arkansas law, Act 1101 an additional semester may be required to complete my program of study.

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
READ0013	College Reading Skills			ACT Reading 0-13; ASSET Reading 23-33; Compass Reading 0-52; Pass with C or higher	None
READ0033	Adv Reading Techniques			ACT Reading 14-18; ASSET Reading 34-43; Compass Reading 53-84; Pass with C or higher	None
ENG0013	Language Fundamentals			ACT English 0-13; ASSET English 23-32; Compass Writing 0-14; Pass with C or higher	None
ENG0023	Writing Fundamentals			ACT English 14-18; ASSET English 33-44; Compass Writing 15-76; Pass with C or higher	None
MATH0013	Pre-Algebra			ACT Math 0-16; ASSET Numeric 23-40; ASSET Intermediate 23-33; Compass Pre-Algebra 0-45; Compass Algebra 0-26; Pass with C or higher.	None
MATH0023	Introductory Algebra			ACT Math 17-18; ASSET Numeric 41-55; ASSET Intermediate 34-37; Compass Pre-Algebra 46-100; Compass Algebra 27-36; Pass with C or higher.	None

First Year

First Semester

ACCT1003	Accounting I OR				3 hours
ACCT2003	Principles of Accounting I				
ADMS1103	Legal Terminology (Fall Semester)				3 hours
BSYS1023	Business Office Machines (Fall Semester)			Ability to keyboard	3 hours
CA1903	Introduction to Computer Concepts				3 hours
ENG1003	Freshman English I			ACT English 19; ASSET English 45-55; Compass Writing 77-100; or Pass ENG0023 with grade C or higher	3 hours

Second Semester

ADMS1203	Legal Transcription (Spring Semester)				3 hours
ADMS2413	Word/Information Processing			Ability to keyboard	3 hours
ADMS2563	Business Communications			Prerequisite: ENG1003; Ability to keyboard	3 hours

BUAD1013	Introduction to Business				3 hours
MATH0033	Intermediate Algebra			ACT Math 19-20; ASSET Intermediate 38-41; Compass Algebra 37-49 or pass MATH 0023 with a C or higher	3 hours

Second Year

First Semester

ADMS1213	Medical Transcription			Co or Prerequisite: MEDL1003	3 hours
ADMS2073	Professional Development				3 hours
BSYS2003	Business and Professional Presentation Techniques				3 hours
ENG1013	Freshman English II OR			Complete ENG1003 with C or higher	3 hours
ENG1023	Technical Writing			ACT English 19; ASSET English 45-55; Compass Writing 77-100; or pass ENG1003 with C or higher	
MEDL1003	Medical Terminology				3 hours

Second Semester

BSYS2583	Spreadsheets for Managerial Decisions				3 hours
BUAD1033	Business Ethics				3 hours
CIS2073	Desktop Publishing			Ability to keyboard	3 hours
	Social Science Elective			ACT Reading 19; ASSET Reading 44; Compass Reading 85-100; or completion of READ0033 with grade C or higher	3 hours
	Business Elective				3 hours

Student Signature

Date

Advisor Signature

Date

As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions. Website <http://acts.adhe.edu>