



**Associate of Applied Science
Business Technology
Microcomputer Business Applications 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				
CA1903	Introduction to Computer Concepts				3 hours
CIS1013	Introduction to Computer Information Systems OR (Spring Semester)				3 hours
BSYS2533	Internet, Intranet and E-mail Applications (Fall Semester)				
BUAD1013	Introduction to Business				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

ADMS2073	Professional Development				3 hours
ADMS2413	Word/Information				3 hours

	Processing				
ADMS2563	Business Communications			Prerequisite: ENG1003; Ability to keyboard	3 hours
CIS1073	Computerized Accounting			Prerequisite: ENG1003; Ability to keyboard	3 hours
MATH0033	Intermediate Algebra (or higher)			ACT Math 19-20, ASSET Intermediate 38-41; Compass Algebra 37-49; or MATH 0023 Pass with C or higher	None

Second Year

First Semester

BSYS2003	Business and Professional Presentation Techniques				3 hours
BSYS2013	Web Page Design				3 hours
BSYS2583	Spreadsheets for Managerial Decisions				3 hours
CIS2104	PC Trouble-shooting and Repair				4 hours
ENG1013	Freshman English II OR			Complete ENG 1003 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	

Second Semester

CIS2043	Database Management Systems (Spring Semester)				3 hours
CIS2053	Microsoft Windows (Fall Semester)			Ability to keyboard	3 hours
CIS2073	Desktop Publishing			Ability to keyboard	3 hours
	Business Elective				3 hours
	Social Science 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>