



**Associate of Applied Science  
Business Technology  
Administrative Services Option  
2010-2011**

Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Developmental Courses

Original placement in developmental education courses is determined by ACT, ASSET, Compass, 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

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

## Second Year

### First Semester

<b>ADMS2073</b>	<b>Professional Development</b>				<b>3 hours</b>
<b>BSYS2003</b>	<b>Business and Professional Presentation Techniques</b>				<b>3 hours</b>
<b>CRIM1023</b>	<b>Introduction to Criminal Justice</b>				<b>3 hours</b>
<b>ENG1013</b>	<b>Freshman English II OR</b>			Complete ENG1003 with C or higher	<b>3 hours</b>
<b>ENG1023</b>	<b>Technical Writing</b>			ACT English 19; ASSET English 45-55; Compass Writing 77-100; or pass ENG1003 with C or higher	
<b>LAW 2023</b>	<b>Legal Environment of Business</b>				<b>3 hours</b>

### Second Semester

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

\_\_\_\_\_  
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>