



**Associate of Applied Science**  
**Business Technology**  
**Microcomputer Business Applications Option**  
**2011-2012**

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
READ0033	Reading			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				3 hours
ACCT2003	Financial Accounting				
CA1903	Introduction to Computer Concepts				3 hours
CIS1013	Introduction to Computer Information Systems				3 hours
BSYS2533	Internet, Intranet and E-mail Applications				
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 Processing				3 hours
ADMS2563	Business Communications			Prerequisite: ENG1003; Ability to keyboard	3 hours
CIS1073	Computerized Accounting			Prerequisite: ENG1003; Ability to keyboard	3 hours

<b>MATH0033</b>	<b>Intermediate Algebra (or higher)</b>			ACT Math 19-20, ASSET Intermediate 38-41; Compass Algebra 37-49; or MATH 0023 Pass with C or higher	<b>None</b>
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Second Year

First Semester

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

Second Semester

<b>CIS2043</b>	<b>Database Management Systems (Spring Semester)</b>				<b>3 hours</b>
<b>CIS2053</b>	<b>Microsoft Windows (Fall Semester)</b>			Ability to keyboard	<b>3 hours</b>
<b>CIS2073</b>	<b>Desktop Publishing</b>			Ability to keyboard	<b>3 hours</b>
	<b>Elective</b>			Approved by Advisor	<b>3 hours</b>
	<b>Social Science Elective</b>				<b>3 hours</b>

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Student Signature

\_\_\_\_\_  
Date

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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>