



**Associate of Applied Science
Business Technology
Administrative Services Option
2012-2013**

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
ENG0004	English Essentials			ACT combined English/reading scores of 33 or below with at least one remedial score; COMPASS combined English/reading scores of 134 or below with at least one remedial score; ASSET combined English/reading scores of 79 or below with at least one remedial score; SAT combined English/reading scores of 659 or below with at least one remedial score.	None
ENG0023	Writing Fundamentals OR ALP			ACT combined English/reading scores of 34 or above with at least one remedial score; COMPASS combined English/reading scores of 135 or above with at least one remedial score; ASSET combined English/reading scores of 80 or above with at least one remedial score; SAT combined English/reading scores of 660 or above with at least one remedial score.	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	Financial Accounting				
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/reading both 19 or above; ASSET English 45 and reading 44/or above; reading of 80 or above with at least one remedial score; COMPASS writing 77 reading 85 or above; SAT English 470 reading 420 or above; or Pass ENG0023 with grade C or higher	3 hours
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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

ADMS2073	Professional Development				3 hours
BSYS2003	Business and Professional Presentation Techniques				3 hours
CRIM1023	Introduction to Criminal Justice				3 hours
ENG1013	Freshman English II OR			Complete ENG1003 with C or higher	3 hours
ENG1023	Technical Writing				
LAW 2023	Legal Environment of Business				3 hours

Second Semester

BSYS2583	Spreadsheets for Managerial Decisions				3 hours
BUAD1033	Business Ethics				3 hours
CIS2073	Desktop Publishing			Ability to keyboard	3 hours
POSC2103	U. S. Government				3 hours
CRIM1003	Criminal Justice Work III (OR)				3 hours
CRIM1043	Law Enforcement Ethics (OR)				
CRIM2013	Survey of Corrections (OR)				
CRIM2063	Police Administration and Management				

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>

Refunds

Tuition Refund

Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made within one year of the occurrence of the credit or no refund will be made.

Refund for Credit Courses- Fall or Spring Semester

Before semester begins	100%
Second week of semester	70%
Third week of semester	50%

Refund for Credit Courses - Summer Session

Before semester begins	100%
Fourth day of class	50%
Fifth day of class	0%

Refund for Intersession and Accelerated Classes

Before classes begin	100%
Second day of class	0%

Refund for Short Duration Classes (1 to 7 days)

Before classes begin	100%
Start of class	0%

Refund for Non-Credit Courses

Before first class meeting	100%
After first class meeting	0%

Bookstore Refunds

Bookstore refunds will be made only during the first two weeks of the Fall and Spring semesters; the first two days of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are allowed during the first week of the Fall and Spring semesters; the first day of Intersession; and the first two days of the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are subject to the following conditions:

New Books

- Book has defect from publisher
- Book is still in same condition as it came from publisher; e.g. shrink-wrap plastic intact

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- Book has not been written/marked in and spine is not broken

Used Books

- Purchased for the wrong class

SERVICES FOR THE DISABLED

Black River Technical College’s coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities should be addressed to the coordinator, Shana Akers, BRTC Student Services, P.O. Box 468, Pocahontas, Arkansas, 72455, 870-248-4000 ext. 4014.

CALENDAR

Fall Semester 2012

Faculty Report Back	August 13 (M)
Registration	thru August 15 (W)
Classes Begin	August 20 (M)
Last Day to Add a Class(es)	August 22 (W)
Labor Day Holiday (Campus Closed)	September 3 (M)
Mid-Term Exams	October 8-13 (M-S)
Intent to Graduate Form Due	October 15 (M)
Fall Break for Students	October 15-16 (M-T)
Spring Registration for Returning Students / Campus Connect Opens	Nov. 5 (M)-Jan. 2 (W)

Thanksgiving Holiday (Campus Closed)	November 21-23 (W-F)
Spring Registration Opens (First-Time and Transfer Students)	Nov. 19 (M)
Last Day to Drop a Class(es)	November 27 (T)
Final Exams	December 5-11 (W-T)
Graduation, 7:00 PM	December 13 (R)
Campus Closed for Holidays	Dec. 22 (S)-Jan. 1 (T)

Spring Semester 2013

Orientation for Spring Online (first-time & transfer students)	January 3-4 (R-F)
Faculty Report Back	January 3 (R)
Registration	thru January 2 (W)
Classes Begin	January 9 (W)
Last Day to Add a Class(es)	January 11 (F)
Martin Luther King Day (No classes; Adm. Offices Open)	January 21 (M)
Mid-Term Exams	March 1-7 (F-R)
Intent to Graduate Form Due	March 11 (M)
Spring Break	March 18-22 (M-F)
Registration Opens for Summer I, Summer II, and Fall (Returning Students)	
Campus Connect Opens	April 8 (M)
Intersession, Summer I, and Summer II Registration	
(First-Time and Transfer Students)	April 15 (M)
Last Day to Drop a Class(es)	April 23 (T)
Final Exams	May 1-7 (W-T)
Graduation, 7:00 PM	May 9 (R)

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Intersession 2013

Registration	thru May 8 (W)
Last Day to Drop a Class(es)	May 13 (M)
Classes Begin	May 14 (M)
Final Exams	May 23 (R)

Summer Session I 2013

Registration (First-Time and Transfer Students)	May 22 (W)
Memorial Day Holiday (Campus Closed)	May 27 (M)
Classes Begin	May 28 (T)
Last Day to Add a Class(es)	May 28 (T)
Last Day to Drop a Class(es)	June 18 (T)
Final Exams	June 27 (R)

Summer Session II 2013

Registration (First-Time and Transfer Students)	June 26 (W)
Classes Begin	July 1 (M)
Last Day to Add a Class(es)	July 1 (M)
Independence Day Holiday (Campus Closed)	July 4 (R)
Fall Registration (First-Time and Transfer Students)	July 15 (M)-Aug. 14 (W)
Last Day to Drop a Class(es)	July 23 (T)
Final Exams	August 1 (R)