



Legal Administrative Systems – 2017-2018

Associate of Applied Science

○ 60 credit hours

Possible Prerequisites			Semester	Hours	Grade
READ	0033	Reading		N/C	
ENG	0023	Writing Fundamentals OR ALP		N/C	
MATH	0013	Pre-Algebra		N/C	
MATH	0023	Introductory Algebra		N/C	
MATH	0033	Intermediate Algebra		N/C	
COLL	1001	College Success Strategies		N/C	

First Year – First Semester

ADMS	1103	Legal Terminology (fall)		3	
ADMS	1513	Keyboarding for Professionals I		3	
~BUAD	1013	Introduction to Business		3	
MATH	1003	Technical Math for Business (or higher)		3	
~ENG	1003	Freshman English I		3	

First Year – Second Semester

ACCT	1003	Accounting I (or higher)		3	
ADMS	2073	Professional Development		3	
ADMS	2413	Word/Information Processing		3	
~ADMS	2563	Business Communications		3	
~CA	1903	Introduction to Computer Concepts		3	

Second Year – First Semester

BSYS	1023	Professional Office Systems (Fall – Pocahontas / Spring – Paragould)		3	
~CRIM	1023	Introduction to Criminal Justice		3	
CRIM	1093	Intro to Paralegal Studies		3	
~ENG	1013	Freshman English II OR		3	
~ENG	1023	Technical Writing		3	
~LAW	2023	Legal Environment of Business		3	

Second Year – Second Semester

ADMS	1203	Legal Transcription (spring)		3	
BUAD	1033	Business Ethics		3	
CRIM	2023	Legal Writing & Research		3	
~POSC	2103	U.S. Government		3	

Criminal Justice Elective (3 hours) pick only one

CRIM	2133	Introduction to Juvenile Delinquency & Law (spring) OR		3	
CRIM	2143	Criminal Law (fall) OR			
CRIM	2263	Criminal Evidence & Procedure (spring)			

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>

ACTS Transfer Courses

Courses notated in the degree plan with the “ ~ “ symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website link can be reached at <http://acts.adhe.edu/studenttransfer.aspx>.

Prior Learning Assessment

For more information concerning Prior Learning Assessment (PLA) contact the Registrar’s office (870) 248-4015