



Legal Administrative Systems – 2016-2017

Associate of Applied Science

o 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

ACCT	1003	Accounting I (or higher)		3	
ADMS	1103	Legal Terminology (fall)		3	
BSYS	1023	Professional Office Systems (fall – Pocahontas / spring – Paragould)		3	
~CA	1903	Introduction to Computer Concepts		3	
~ENG	1003	Freshman English I		3	

First Year – Second Semester

ADMS	1203	Legal Transcription (spring)		3	
ADMS	2413	Word/Information Processing		3	
~ADMS	2563	Business Communications		3	
~BUAD	1013	Introduction to Business		3	
MATH	1003	Technical Math for Business (or higher)		3	

Second Year – First Semester

ADMS	2073	Professional Development		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

BUAD	1033	Business Ethics		3	
CRIM	2023	Legal Writing & Research		3	
~POSC	2103	U.S. Government		3	
		Business Elective (advisor will approve from list)		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		3	
CRIM	2263	Criminal Evidence & Procedure (spring)		3	

Student Signature

Date

Advisor Signature

Date

Business Elective approved course list:

Course ID	Course Name	Grade	Course ID	Course Name	Grade
~ACCT 2003	Introduction to Financial Accounting		CIS 2043	Database Management	
~ACCT 2013	Introduction to Managerial Accounting		CIS 2053	Microsoft Windows	
ACCT 2023	Fundamental Accounting Concepts		CIS 2073	Illustrative Publications	
ACCT 2033	Payroll Accounting		~ECON 2313	Principles of Macroeconomics	
ACCT 2043	Introduction to Cost Accounting		~ECON 2323	Principles of Microeconomics	
ACCT 2053	Introduction to Taxes		ECON 2333	Economics Issues & Concepts	
ADMS 1103	Legal Terminology		ENTR 1003	Introduction to Entrepreneurship	
ADMS 1203	Legal Transcription		ENTR 2003	Professional Selling/Advertising	
~ADMS 1513	Keyboarding I		ENTR 2023	Funding Acquisitions for Entrepreneurs	
ADMS 1523	Keyboarding II		ENTR 2033	Feasibility and Funding Analysis	
BSYS 2003	Business & Professional Presentation Techniques		LAW 2023	Legal Environment of Business	
BSYS 2013	Web Page Design		MGMT 1013	Introduction to Human Resource Management	
BSYS 2533	Internet, Intranet & Email Applications		MGMT 1023	Foundations of Productivity Management	
BSYS 2583	Spreadsheets for Managerial Decisions		MGMT 2003	Entrepreneurial Ventures	
BUAD 1013	Intro to Business		MGMT 2603	Leadership Issues	
BUAD 1023	Marketing		MGMT 2613	Principles of Supervision	
BUAD 1043	Personal Financial Planning		MGMT 2623	Small Business Management	
CIS 1003	Digital Photography		MGMT 2633	Information Technology Project Management	
CIS 1013	Introduction to Computer Information Systems		~QM 2113	Business Statistics	

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