



**Associate of Applied Science**  
**Business Technology**  
**Administrative Services Option**  
**With Legal Emphasis**  
 2014-2015

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	College Literacy			ACT reading score of 0-18, ASSET reading score of 23-43, COMPASS score of 0-84, or SAT reading score of 0-319.	None
ENG0023	Writing Fundamentals OR ALP			ACT English score of 0-18, ASSET English score of 0-43, COMPASS writing score of 0-79, or SAT English score of 360-469.	None
MATH0013	Pre-Algebra			ACT math score of 0-14, ASSET numerical test score of 23-40, ASSET intermediate test score of 0-29, COMPASS algebra test of 0-29, COMPASS pre-algebra test of 0-45, or SAT math score of 0-330.	None
MATH0023	Introductory Algebra			ACT math score of 15-16, ASSET numerical test score of 41-55, ASSET intermediate test score of 30-36, COMPASS algebra test of 30-36, COMPASS pre-algebra test of 46 or above, or SAT math score of 331-379.	None
MATH0033	Intermediate Algebra			ACT math score of 17-18, ASSET intermediate test score of 37-42, COMPASS algebra test score of 37-40, or SAT math score of 380-429.	None
COLL1001	College Success Strategies			First time or transfer students that test into 2 or more remedial classes.	None

**First Year  
First Semester**

ACCT1003	Accounting I OR				3 hours
~ACCT2003	Introduction to Financial Accounting				
ADMS1103	Legal Terminology (Fall Semester)				3 hours
BSYS1023	Business Office Machines (Fall Semester)			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I and completed or enrolled in Introduction to Computer Concepts.	3 hours
~CA1903	Introduction to Computer Concepts			Prerequisite: Student must be able to key 25 words per minute with less than 5 errors. All Computer Concepts students will be tested on the first day of class to determine words per minute. If the student cannot key 25 wpm with less than 5 errors, it is recommended that the student enroll in ADMS 1513 Keyboarding I.	3 hours
~ENG1003	Freshman English I			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT English score of 19 or above or COMPASS English score of 80 or above or Asset English score of 44 or above (b) Completion of Writing Fundamentals ENG 0023 with a grade of "C" or higher.	3 hours

**Second Semester**

ADMS1203	Legal Transcription (Spring Semester)			Pre-requisite Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I	3 hours
ADMS2413	Word/Information Processing			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I or CA1903 Computer Concepts or have working knowledge of Office Software Application.	3 hours
~ADMS2563	Business Communications			Prerequisites: ENG 1003 Freshman English I, Ability to keyboard.	3 hours
~BUAD1013	Introduction to Business				3 hours
MATH1003	Technical Math for Business (or higher)			Prerequisite: Student must meet criteria under either (a) or (b) as follows: (a)	3 hours

				score 19 or above on the mathematics section of the ACT, or score 41 or above on the COMPASS Algebra Test; or (b) pass MATH 0033 Intermediate Algebra with a grade of “C” or higher. This course will develop and/or review mathematical skills with emphasis on problem solving related to the business fields. This course is modularized using computer software with lessons tailored to the math content needed for the business department. A study of quadratic equations and inequalities, complex numbers, roots, powers, functions and their graphs, polynomial, and rational functions, synthetic divisions, factor and remainder theorems, exponential and logarithmic functions, systems of equations, matrices and determinants.	
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**Second Year**

**First Semester**

ADMS2073	Professional Development				3 hours
BSYS2003	Business and Professional Presentation Techniques			Prerequisite: CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.	3 hours
~CRIM1023	Introduction to Criminal Justice				3 hours
~ENG1013	Freshman English II OR			Prerequisite: ENG 1003 Freshman English I, with grade “C” or higher.	3 hours
~ENG1023	Technical Writing				
~LAW 2023	Legal Environment of Business				3 hours

**Second Semester**

BSYS2583	Spreadsheets for Managerial Decisions			Prerequisite: CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.	3 hours
BUAD1033	Business Ethics				3 hours
CIS2073	Desktop Publishing			Prerequisite: Ability to keyboard.	3 hours
~POSC2103	U. S. Government			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS	3 hours

				reading score of 85 or above or Asset reading score of 44 or above (b) Completion of College Literacy ENG 0004 with a grade of "C" or higher.	
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**Criminal Justice Elective (3 hours)**

**As approved by academic advisor**

CRIM1003	Criminal Justice Workshop III OR				3 hours
CRIM1043	Law Enforcement Ethics 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>**

**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**