



**Associate of Applied Science**  
**Business Technology**  
**Health Information Option**  
 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**

BSYS1023	Business Office Machines (Fall)			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
MATH1003	Technical Math for Business (or higher)			Prerequisite: Student must meet criteria under either (a) or (b) as follows: (a) 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	3 hours

				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.	
MEDL1001	Introduction to Health Care				1 hour
~ZOOL2004	Human Anatomy and Physiology I with Lab			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS 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.	4 hours
				Total Semester Hours	17 hours

### Second Semester

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
~ENG1013	Freshman English II OR			Prerequisite: ENG 1003 Freshman English I, with grade "C" or higher.	3 hours
~ENG1023	Technical Writing				
MEDL1003	Medical Terminology				3 hours
~ZOOL2414	Human Anatomy and Physiology II with Lab			Prerequisite: ZOOL 2004 Human Anatomy and Physiology I & Lab.	4 hours
				Total Semester Hours	16 hours

### Second Year

#### First Semester

ACCT1003	Accounting I (OR)				3 hours
~ACCT2003	Financial Accounting				
ADMS1213	Medical Transcription			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513	3 hours

				<b>Keyboarding I</b> <b>Prerequisite or Co-requisite:</b> <b>MEDL 1003 Medical Terminology</b>	
<b>ADMS2073</b>	<b>Professional Development</b>				<b>3 hours</b>
<b>BUAD1033</b>	<b>Business Ethics</b>				<b>3 hours</b>
<b>MEDL1043</b>	<b>Medical Coding I (Fall only)</b>			<b>Prerequisite: MEDL 1003 Medical Terminology; MEDL 1033 Foundations of Human Anatomy &amp; Physiology (OR) ZOO 2044 Human Anatomy and Physiology I with lab; ZOO 2414 Human Anatomy and Physiology II with lab.</b>	<b>3 hours</b>
				<b>Total Semester Hours</b>	<b>15 hours</b>

### **Second Semester**

<b>MEDL1063</b>	<b>Medical Coding II (Spring only)</b>			<b>Prerequisite: MEDL 1043 Medical Coding I, ZOO 2044 Human Anatomy and Physiology I with Lab and ZOO 2414 Human Anatomy and Physiology II with Lab OR MEDL 1033 Foundations of Human Anatomy and Physiology.</b>	<b>3 hours</b>
<b>BSYS2583</b>	<b>Spreadsheets for Managerial Decision Making (OR)</b>			<b>Prerequisite: CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.</b>	<b>3 hours</b>
<b>CIS2043</b>	<b>Database Management Systems(Spring only)</b>			<b>Prerequisite: CA 1903 Introduction to Computer Concepts or working knowledge of required office software application.</b>	
<b>CIS1073</b>	<b>Computerized Accounting</b>				<b>3 hours</b>

### **Social Science Elective**

<b>~SOC2213</b>	<b>Principles of Sociology OR</b>			<b>Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS 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.</b>	<b>3 hours</b>
<b>~PSY2513</b>	<b>Introduction to Psychology</b>			<b>Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above or COMPASS reading score of 85 or above or Asset reading score of 44 or above (b) Completion of College Literacy ENG 0004</b>	

				<b>with a grade of "C" or higher.</b>	
<b>Elective</b>	<b>Approved by Academic Advisor</b>				<b>3 hours</b>
				<b>Total Semester Hours</b>	<b>15 hours</b>
				<b>Total Hours</b>	<b>63 hours</b>

\_\_\_\_\_  
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**