



Associate of Applied Science  
Business Technology  
Administrative Services Option  
2008-2009

Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

**Developmental Courses**

ACT, ASSET, OR SAT test scores determine original placement in these courses.

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
READ0013	College Reading Skills			ACT Reading 0-13; ASSET Reading 23-33; Pass with C or higher	None
READ0033	Adv Reading Techniques			ACT Reading 14-18; ASSET Reading 34-43; Pass with C or higher	None
ENG0013	Language Fundamentals			ACT English 0-13; ASSET English 23-32; Pass with C or higher	None
ENG0023	Writing Fundamentals			ACT English 14-18; ASSET English 33-44; Pass with C or higher	None
MATH0013	Pre-Algebra			ACT Math 0-16; ASSET Numeric 23-40; ASSET Intermediate 23-33; Pass with C or higher.	None
MATH0023	Introductory Algebra			ACT Math 17-18; ASSET Numeric 41-55; ASSET Intermediate 34-37; Pass with C or higher.	None

**First Year**

**First Semester**

ACCT1003	Accounting I OR				3 hours
ACCT2003	Principles of Accounting I				
BSYS1023	Business Office Machines (Fall Semester)			Ability to keyboard	3 hours
BUAD1013	Introduction to Business				3 hours
CA1903	Introduction to Computer Concepts				3 hours
ENG1003	Freshman English I			ACT English 19; ASSET English 45-55; or Pass ENG0023 with grade C or higher	3 hours

**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
LAW2023	Legal Environment of Business				3 hours
MATH0033	Intermediate Algebra			ACT Math 19-20; ASSET Intermediate 38-41	3 hours

## Second Year

### First Semester

ADMS1213	Medical Transcription			Co or Prerequisite: MEDL1003	3 hours
ADMS2073	Professional Development				3 hours
BSYS2003	Business and Professional Presentation Techniques				3 hours
ENG1013	Freshman English II OR			Complete ENG1003 with C or higher	3 hours
ENG1023	Technical Writing			ACT English 19; ASSET English 45-55; or pass ENG1003 with C or higher	
MEDL1003	Medical Terminology				3 hours

### Second Semester

BSYS2583	Spreadsheets for Managerial Decisions				3 hours
BUAD1033	Business Ethics				3 hours
CIS2073	Desktop Publishing			Ability to keyboard	3 hours
	Social Science Elective				3 hours
	Business Elective				3 hours

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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>