



**Associate of Applied Science
Business Technology
Administrative Services Option
2009-2010**

Name _____ Anticipated Graduation Date _____

Developmental Courses

Original placement in developmental education courses is determined by ACT, ASSET, 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 |
|----------|------------------------|------|-------|--|--------|
| READ0013 | College Reading Skills | | | ACT Reading 0-13; ASSET Reading 23-33; Compass Reading 0-52; Pass with C or higher | None |
| READ0033 | Adv Reading Techniques | | | ACT Reading 14-18; ASSET Reading 34-43; Compass Reading 53-84; Pass with C or higher | None |
| ENG0013 | Language Fundamentals | | | ACT English 0-13; ASSET English 23-32; Compass Writing 0-14; Pass with C or higher | None |
| ENG0023 | Writing Fundamentals | | | ACT English 14-18; ASSET English 33-44; Compass Writing 15-76; Pass with C or higher | None |
| MATH0013 | Pre-Algebra | | | ACT Math 0-16; ASSET Numeric 23-40; ASSET Intermediate 23-33; Compass Pre-Algebra 0-45; Compass Algebra 0-26; Pass with C or higher. | None |
| MATH0023 | Introductory Algebra | | | ACT Math 17-18; ASSET Numeric 41-55; ASSET Intermediate 34-37; Compass Pre-Algebra 46-100; Compass Algebra 27-36; Pass with C or higher. | None |

First Year

First Semester

| | | | | | |
|----------|--|--|--|---|---------|
| ACCT1003 | Accounting I OR | | | | 3 hours |
| ACCT2003 | Principles of Accounting I | | | | |
| ADMS1103 | Legal Terminology (Fall Semester) | | | | 3 hours |
| BSYS1023 | Business Office Machines (Fall Semester) | | | Ability to keyboard | 3 hours |
| CA1903 | Introduction to Computer Concepts | | | | 3 hours |
| ENG1003 | Freshman English I | | | ACT English 19; ASSET English 45-55; Compass Writing 77-100; or Pass ENG0023 with grade C or higher | 3 hours |

Second Semester

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|----------|---------------------------------------|--|--|--|---------|
| 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 |

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|-----------------|---------------------------------|--|--|--|----------------|
| BUAD1013 | Introduction to Business | | | | 3 hours |
| MATH0033 | Intermediate Algebra | | | ACT Math 19-20; ASSET Intermediate 38-41; Compass Algebra 37-49 or pass MATH 0023 with a C or higher | 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; Compass Writing 77-100; or pass ENG1003 with C or higher | |
| MEDL1003 | Medical Terminology | | | | 3 hours |

Second Semester

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|-----------------|--|--|--|--|----------------|
| BSYS2583 | Spreadsheets for Managerial Decisions | | | | 3 hours |
| BUAD1033 | Business Ethics | | | | 3 hours |
| CIS2073 | Desktop Publishing | | | Ability to keyboard | 3 hours |
| | Social Science Elective | | | ACT Reading 19; ASSET Reading 44; Compass Reading 85-100; or completion of READ0033 with grade C or higher | 3 hours |
| | Business Elective | | | | 3 hours |

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>