



Linn State Technical College

2012 Business Systems Specialist Program Requirements

Program Options:

- **Associate of Applied Science Degree**
 - **General Option**
 - **Automated Accounting Systems Option**
- **Certificate**
 - **Business Systems Specialist**

This program makes admission decisions on a first-come/first-served basis until the program is filled to capacity. It is to your advantage to complete the application process early.

1. Application for Admission, available online at www.linnstate.edu (no application fee).
2. Education Record - Submit all that apply to you:
 - High School students are given tentative admission based on a sixth or seventh semester transcript. After high school graduation, a final original transcript must be mailed directly from your high school to the Office of Admissions. The final transcript must be in a sealed, unopened envelope (not faxed) and should include the date of graduation, final GPA, school seal, and signature of school official.
 - Missouri GED score reports will be obtained online by the Admissions Office. Faxed copies are not accepted. GED graduates outside of Missouri should request that the State Department of Education in the capital city of the state in which they tested send an official copy of their GED Score Report to the Office of Admissions.
 - Home-school graduates that do not have a GED score report should contact the Office of Admissions for information regarding the "ability to benefit."
 - Transfer students:
 - Students with less than 24 credit hours need to submit college transcripts and high school transcripts.
 - Students with more than 24 credit hours need to submit college transcripts only.
3. Test Scores: Submit either ACT, SAT (Critical Reading + Math and Writing) or COMPASS test scores.
 - Test scores are used for course placement and program admittance.
 - **Associate of Applied Science Degree Requirements:**

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	15	18	14
COMPASS	18	68	61
SAT	740-950	430-550	N/A

- The COMPASS test is offered on the Linn State Technical College campus most Wednesdays. Contact the Office of Admissions to set up an appointment. The charge is \$10.00. To prepare for the test, visit www.act.org/compass/sample.
- Check www.actstudent.org for ACT test locations, fees, and details for registering for the test. LSTC is a testing location and our test code is 5105.

Mail to: Linn State Technical College
One Technology Drive
Linn, MO 65051

Fax: 573-897-5026
Phone: 573-897-5000 or 1-800-743-8324
Email: admissions@linnstate.edu