



**Administrative Services
One-Year Certificate
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
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
READ0013	College Reading Skills			ACT Reading 0-13; ASSET Reading 23-33; Compass Reading 0-52; Pass with C or higher	None
READ0033	Advanced Reading Techniques			ACT Reading 14-18; ASSET Reading 34-43; Compass Reading 53-84; 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

First Semester

ACCT 1003	Accounting I OR				3 hours
ACCT 2003	Principles of Accounting I				
BSYS 1023	Business Office Machines (Fall Semester)			Prerequisite: Ability to keyboard	3 hours
BUAD 1013	Introduction to Business				3 hours
CA 1903	Introduction to Computer Concepts				3 hours
ENG 1003	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

ADMS 1203	Legal Transcription (Spring Semester) OR				3 hours
ADMS 1213	Medical Transcription			Co or prerequisite: MEDL 1003	
ADMS 2073	Professional Development				3 hours
ADMS 2413	Word/Information Processing			Prerequisite: Ability to keyboard	3 hours
ADMS 2563	Business Communications			Prerequisite: Ability to keyboard; ENG1003	3 hours
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.	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>