



**Administrative Services
One-Year Certificate
2011-2012**

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 |
|----------|-----------------------------|------|-------|---|--------|
| 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 |
| 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 | Financial Accounting | | | | |
| 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>