



Administrative Services – 2017-2018

One-Year Technical Certificate

○ 30 credit hours

| Possible Prerequisites | | | Semester | Hours | Grade |
|------------------------|------|------------------------------------|----------|-------|-------|
| READ | 0033 | Reading | | N/C | |
| ENG | 0023 | Writing Fundamentals OR ALP | | N/C | |
| MATH | 0013 | Pre-Algebra | | N/C | |
| MATH | 0023 | Introductory Algebra | | N/C | |
| MATH | 0033 | Intermediate Algebra | | N/C | |
| COLL | 1001 | College Success Strategies | | N/C | |

First Semester

| | | | | | |
|-------|------|--|--|---|--|
| ADMS | 1513 | Keyboarding for Professionals I | | 3 | |
| BSYS | 1023 | Professional Office Systems (fall-Pocahontas / spring-Paragould) | | 3 | |
| ~BUAD | 1013 | Introduction to Business | | 3 | |
| ~ENG | 1003 | Freshman English I | | 3 | |
| MATH | 003 | Intermediate Algebra (or higher) | | 3 | |

Second Semester

| | | | | | |
|-------|------|-----------------------------------|--|---|--|
| ACCT | 1003 | Accounting I (or higher) | | 3 | |
| ADMS | 2073 | Professional Development | | 3 | |
| ADMS | 2413 | Word/Information Processing | | 3 | |
| ~ADMS | 2563 | Business Communications | | 3 | |
| ~CA | 1903 | Introduction to Computer Concepts | | 3 | |

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>

ACTS Transfer Courses

Courses notated in the degree plan with the “~” symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website link can be reached at <http://acts.adhe.edu/studenttransfer.aspx>.

Prior Learning Assessment

For more information concerning Prior Learning Assessment (PLA) contact the Registrar’s office (870) 248-4015