



Administrative Services – 2018-2019

One-Year Technical Certificate

o 31 credit hours

Name _____ Anticipated Graduation Semester _____

Original placement in developmental education courses is determined by ACT, ASSET, COMPASS, Accuplacer, 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.

English/Communication (3 credit hours)

~ENG	1003	Freshman English I		3	
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Mathematics (4 credit hours)

MATH	0043L	Foundations for College Algebra w/lab		4	
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Business Foundation (24 credit hours)

ACCT	1003	Accounting I (or higher)		3	
ADMS	1513	Keyboarding for Professionals I		3	
ADMS	2073	Professional Development		3	
ADMS	2413	Word/Information Processing		3	
~BUAD	1013	Introduction to Business		3	
~CA	1903	Introduction to Computer Concepts		3	
CIS	1013	Introduction to CIS		3	
CIS	1073	Computerized Accounting		3	

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 credit for admissions and degree requirements. For further information the ACTS website link can be reached at <http://acts.adhe.edu/studenttransfer.aspx>.

Student Signature Date

Advisor Signature Date