



**Administrative Services – 2016-2017**

**One-Year Technical Certificate**

○ 30 credit hours

Possible Prerequisites			Semester	Hours	Grade
READ	0033	Reading		N/C	
ENG	0023	Writing Fundamentals <b>OR</b> 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**

ACCT	1003	Accounting I (or higher)		3	
BSYS	1023	Professional Office Systems (fall-Pocahontas / spring-Paragould)		3	
~BUAD	1013	Introduction to Business		3	
~CA	1903	Introduction to Computer Concepts		3	
~ENG	1003	Freshman English I		3	

**Second Semester**

ADMS	1203	Legal Transcription (spring – Pocahontas) <b>OR</b> Medical Transcription (fall – Pocahontas/spring – Paragould)		3	
ADMS	2073	Professional Development		3	
ADMS	2413	Word/Information Processing		3	
~ADMS	2563	Business Communications		3	
MATH	003	Intermediate Algebra (or higher)		3	

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Student Signature

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Date

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Advisor Signature

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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