



Business Technology Applications – 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	0023	Introductory Algebra		N/C	
COLL	1001	College Success Strategies		N/C	

First Semester

~ACCT	1003	Accounting I (or higher)		3	
ADMS	1513	Keyboarding for Professionals I		3	
~ENG	1003	Freshman English I		3	
~BUAD	1013	Introduction to Business		3	
MATH	0033	Intermediate Algebra (or higher)		3	

Second Semester

ADMS	2413	Word/Information Processing		3	
~ADMS	2563	Business Communications		3	
~CA	1903	Introduction to Computer Concepts		3	
CIS	1073	Computerized Accounting		3	
CIS BSYS	1013 2533	Introduction to Computer Information Systems OR Internet, Intranet & Email Applications		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