



**Administrative Services  
One-Year Certificate  
2014-2015**

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
ENG0004	College Literacy			ACT reading score of 0-18, ASSET reading score of 23-43, COMPASS score of 0-84, or SAT reading score of 0-319.	None
ENG0023	Writing Fundamentals OR ALP			ACT English score of 0-18, ASSET English score of 0-43, COMPASS writing score of 0-79, or SAT English score of 360-469.	None
MATH0013	Pre-Algebra			ACT math score of 0-14, ASSET numerical test score of 23-40, ASSET intermediate test score of 0-29, COMPASS algebra test of 0-29, COMPASS pre-algebra test of 0-45, or SAT math score of 0-330.	None
COLL1001	College Success Strategies			First time or transfer students that test into 2 or more remedial classes.	None

**First Semester**

ACCT1003	Accounting I OR				3 hours
~ACCT2003	Introduction to Financial Accounting				
BSYS1023	Business Office Machines (Fall Semester)			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I and completed or enrolled in Introduction to Computer Concepts.	3 hours
~BUAD1013	Introduction to Business				3 hours
~CA1903	Introduction to Computer Concepts			Prerequisite: Student must be able to key 25 words per minute with less than 5 errors. All Computer Concepts students will be tested on the first day of class to determine words per minute. If the student	3 hours

				cannot key 25 wpm with less than 5 errors, it is recommended that the student enroll in ADMS 1513 Keyboarding I.	
~ENG1003	Freshman English I			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT English score of 19 or above or COMPASS English score of 80 or above or Asset English score of 44 or above (b) Completion of Writing Fundamentals ENG 0023 with a grade of "C" or higher.	3 hours

### Second Semester

ADMS1203	Legal Transcription (Spring Semester) OR			Pre-requisite Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I	3 hours
ADMS1213	Medical Transcription			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I Prerequisite or Co-requisite: MEDL 1003 Medical Terminology	
ADMS2073	Professional Development				3 hours
ADMS2413	Word/Information Processing			Prerequisite: Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I or CA1903 Computer Concepts or have working knowledge of Office Software Application.	3 hours
~ADMS2563	Business Communications			Prerequisites: ENG 1003 Freshman English I, Ability to keyboard.	3 hours
MATH0023	Introductory Algebra (or higher)			Prerequisite: Student must meet criteria under either (a) or (b) as follows: (a) score 15 - 16 on the ACT math, score 30-36 on ASSET Intermediate Algebra test, score 41 or above on the ASSET Numerical test, score 30-36 on the COMPASS Algebra Test, or score 46 or above on the COMPASS Pre-Algebra Test; or (b) pass MATH 0013 Pre-Algebra with a grade of "C" or higher.	3 hours

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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**