



**Administrative Services  
One-Year Certificate  
2015-2016**

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 cannot key 25 wpm with less than 5 errors, it is	3 hours

				<b>recommended that the student enroll in ADMS 1513 Keyboarding I.</b>	
<b>~ENG1003</b>	<b>Freshman English I</b>			<b>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.</b>	<b>3 hours</b>

### **Second Semester**

<b>ADMS1203</b>	<b>Legal Transcription (Spring Semester) OR</b>			<b>Pre-requisite Student must be able to key 30 wpm with less than 5 errors or have taken ADMS 1513 Keyboarding I</b>	<b>3 hours</b>
<b>ADMS1213</b>	<b>Medical Transcription</b>			<b>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</b>	
<b>ADMS2073</b>	<b>Professional Development</b>				<b>3 hours</b>
<b>ADMS2413</b>	<b>Word/Information Processing</b>			<b>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.</b>	<b>3 hours</b>
<b>~ADMS2563</b>	<b>Business Communications</b>			<b>Prerequisites: ENG 1003 Freshman English I, Ability to keyboard.</b>	<b>3 hours</b>
<b>MATH0023</b>	<b>Introductory Algebra (or higher)</b>			<b>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.</b>	<b>3 hours</b>

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**

### **Refunds**

#### **Tuition Refund**

Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made within one year of the occurrence of the credit or no refund will be made.

#### **Refund for Credit Courses- Fall or Spring Semester**

Before semester begins .....	100%
Second week of semester .....	70%
Third week of semester .....	50%

#### **Refund for Credit Courses - Summer Session**

Before semester begins .....	100%
Fourth day of class .....	50%
Fifth day of class .....	0%

#### **Refund for Intersession and Accelerated Classes**

Before classes begin .....	100%
Second day of class .....	0%

#### **Refund for Short Duration Classes (1 to 7 days)**

Before classes begin .....	100%
Start of class .....	0%

#### **Refund for Non-Credit Courses**

Before first class meeting .....	100%
After first class meeting .....	0%

#### **Bookstore Refunds**

Bookstore refunds will be made only during the first two weeks of the Fall and Spring semesters; the first two days of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are allowed during the first week of the Fall and Spring semesters; the first day of Intersession; and the first two days of the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are subject to the following conditions:

#### **New Books**

- Book has defect from publisher
- Book is still in same condition as it came from publisher; e.g. shrink-wrap plastic intact

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- Book has not been written/marked in and spine is not broken

#### **Used Books**

- Purchased for the wrong class

## **SERVICES FOR THE DISABLED**

Black River Technical College’s coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities should be addressed to the coordinators, Bridget Guess, BRTC Student Services, P.O. Box 468, Pocahontas, Arkansas,

72455, 870-248-4000 ext. 4014 or Jenny Weaver, P. O. Box 1565, Paragould, Arkansas, 72450, 870-239-2050 ext. 5020.