Administrative Services
2019-2020
Technical Certificate
30 Credit Hours

**Name**_____ **Anticipated Graduation Date** _____

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. (*) following the course name signifies the program core courses.

**English/Communication (3 credit hours)**

| | | | | | |
|---|---|---|---|---|---|
| ~ENG | 1003 | Freshman English I | | 3 | |

**Mathematics (3 credit hours)**

| | | | | | |
|---|---|---|---|---|---|
| MATH | 1053 | Mathematical Reasoning/Quantitative Literacy OR higher level math | | 3 | |

**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 credits 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

5/2019