



**Administrative Services
One-Year Certificate
2008-2009**

Name _____ Anticipated Graduation Date _____

Developmental Courses

ACT, ASSET, OR SAT test scores determine original placement in these courses.

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
ENG0013	Language Fundamentals			ACT English 0-13, ASSET English 23-32 Pass with C or higher	None
ENG0023	Writing Fundamentals			ACT English 14-18, ASSET English 33-44 Pass with C or higher.	None
READ0013	College Reading Skills			ACT Reading 0-13; ASSET Reading 23-33; Pass with C or higher	None
READ0033	Advanced Reading Techniques			ACT Reading 14-18; ASSET Reading 34-43; Pass with C or higher	None
MATH0013	Pre-Algebra			ACT Math 0-16; ASSET Numeric 23-40; ASSET Intermediate 23-33 Pass with C or higher	None

First Semester

ACCT 1003	Accounting I OR				3 hours
ACCT 2003	Principles of Accounting I				
BSYS 1023	Business Office Machines (Fall Semester)			Prerequisite: Ability to keyboard	3 hours
BUAD 1013	Introduction to Business				3 hours
CA 1903	Introduction to Computer Concepts				3 hours
ENG 1003	Freshman English I			ACT English 19; ASSET English 45-55; or pass ENG0023 with grade C or higher	3 hours

Second Semester

ADMS 1203	Legal Transcription (Spring Semester) OR				3 hours
ADMS 1213	Medical Transcription			Co or prerequisite: MEDL 1003	
ADMS 2073	Professional Development				3 hours
ADMS 2413	Word/Information Processing			Prerequisite: Ability to keyboard	3 hours
ADMS 2563	Business Communications			Prerequisite: Ability to keyboard; ENG1003	3 hours
MATH0023	Introductory Algebra			ACT Math 17-18; ASSET Numeric 41-55; ASSET Intermediate 34-37	3 hours

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>