

**LEADERSHIP FOUNDATIONS
CERTIFICATE OF PROFICIENCY
University of Arkansas – Fort Smith**

2003/2004 Catalog
Program Plan

Students must be accepted into the Manufacturing Technology Program in order to work on this certificate of proficiency. For information, contact John Martini, Baldor 223, 788-7772.

Assessment scores (ACT or COMPASS) are required of all first-time entering students without previous college work. Scores are used to determine skill readiness to be successful in college-level work. College Preparatory courses may not transfer or apply to graduation requirements. All college preparatory work should be completed within the first 30 hours.

READ	0503	0513	ENGL	0153	0163	MATH	0093	0233	1203
						or equivalents			

IDS 1203 is required for first-time full-time students.

CERTIFICATE of PROFICIENCY REQUIREMENTS

Course	Pre or Co Requisites	Hrs
ITC 1111 Introduction to IT	Pre required computer literacy placement score	1
ITA 1051 Computer-Word Processing	Pre required computer literacy placement score	1
ITA 1101 Computer-Presentation Graphics	Pre required computer literacy placement score	1
PHIL 1151 Critical Thinking	Pre admission to MFGT program and ENGL 1601	1
ITA 1201 Computer – Database	Pre required computer literacy placement score	1
ITA 1251 Computer-Spread Sheets	Pre required computer literacy placement score	1
MFGT 1301 Decision Making in Organizations	Pre ITA 1251	1
MFGT 1351 Problem Solving	Pre PHIL 1401	1
PHIL 1401 Ethics	Pre Admission to MFGT Program and PHIL 1151	1
CISA 1451 Computer-Internet	Pre ITC 1111	1
MFGT 1501 Time Management		1
MFGT 1551 Professional Development	Pre ENGL 1601	1
ENGL 1601 Contexts for Communication	Pre ITA 1051 and CISA 1451	1
SPCH 1651 Communication-Oral	Pre ITA 1101, MFGT 1351 and MFGT 1551	1
SPCH 1701 Interpersonal Communication	Pre SPCH 1651	1
SOCI 1751 Social Interactions	Pre MFGT 1551	1
SOCI 1801 Conflict and Diversity	Pre SOCI 1751	1
SOCI 1851 Teamwork	Pre SOCI 1801	1
SPCH 1901 Lead Meetings	Pre SPCH 1701	1

Total Hours 19

The technical courses are not intended to transfer to a 4-year institution, although some of the individual courses may be transferable. Hours in most certificate programs are acceptable toward the associate of applied science degree (check the catalog).