

**BLACK RIVER TECHNICAL COLLEGE
BUSINESS TECHNOLOGY DEGREE
ADMINISTRATIVE SERVICES OPTION**

 Student's Name

 SS#

Course Number	Course Name	Credit Hours	Semester Taken
1ST Semester			
ACCT 1003 ACCT 2003	Accounting I <i>OR</i> Principles of Accounting I	3	
CA 1903	Introduction to Computer Concepts	3	
BSYS 1023	Business Office Machines	3	
BUAD 1013	Introduction to Business	3	
ENG 1003	Freshman English I	3	
	Total Hours	15	
2nd Semester			
ADMS 2563	Business Communications <i>Pre-requisite: ENG 1003</i>	3	
ADMS 2413	Word Information Processing	3	
ADMS 1203	Legal Transcription (Spring Only)	3	
MATH 0033	Intermediate Algebra or higher	3	
LAW2023	Legal Environment of Business	3	
	Total Hours	15	
3rd Semester			
ADMS 2073	Professional Development	3	
BSYS 2003	Business and Professional Presentation Techniques	3	
ENG 1013 ENG 1023	Freshman English II <i>OR</i> Technical Writing	3	
ADMS 1213	Medical Transcription (Fall Only)	3	
MEDL1003	Medical Terminology	3	
	Total Hours	15	
4th Semester			
BSYS 2583	Spreadsheet for Managerial Decisions	3	
CIS 2073	Desktop Publishing	3	
	Social Science Elective	3	
BUAD 1033	Business Ethics	3	
	Business Elective	3	
	Total Hours	15	
	Total Associate of Applied Science Degree Hours	60	

By Ruth Schaa and Kellee Hardage with consultation by Debbie Prichard.

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