

2004-2005

**Black River Technical College
BUSINESS TECHNOLOGY CERTIFICATE
ADMINISTRATIVE SERVICES OPTION**

Student's name

SS#

Course No.	Course Name	CR Hour	Semester	Grade	Comment
1st Semester					
ACCT 1003 OR ACCT 2003	Accounting I OR Principles of Accounting I	3			
BSYS 1023	Business Office Machines	3			
BUAD 1013	Introduction to Business	3			
CA 1903	Introduction to Computer Concepts	3			
ENG 1003	Freshman English I	3			
	Total Hours	15			
2nd Semester					
ADMS 1203 OR ADMS 1213	Legal Transcription OR Medical Transcription	3			
ADMS 2073	Professional Development	3			
ADMS 2413	Word/Information Processing	3			
ADMS 2563	Business Communications Pre-requisite: ENG 1003	3			
MATH 0023	Introductory Algebra or higher	3			
	Total Hours	15			
	Total Technology Certificate Hours	30			

I UNDERSTAND THAT IF I AM REQUIRED TO ENROLL IN DEVELOPMENTAL EDUCATION COURSES AS A RESULT OF MY TEST SCORES AND ARKANSAS LAW, ACT 1101, THEN IT MAY TAKE AN ADDITIONAL SEMESTER TO COMPLETE MY DEGREE PROGRAM.

Signature

Date

Instructor's Signature

Date