

2007-2008

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

Student's name \_\_\_\_\_

SS# \_\_\_\_\_

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

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