

READ YOUR CATALOG

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2003-2004

**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 2003 OR ACCT 2003 | Principles of 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 1043 | Legal/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

