

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

**2003-2004**

Student's Name \_\_\_\_\_

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

Course Number	Course Name	Credit Hours	Semester Taken
<b>1<sup>ST</sup> Semester</b>			
ACCT 1003 <i>OR</i> 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	
	<b>Total Hours</b>	<b>15</b>	
<b>2<sup>nd</sup> Semester</b>			
ADMS 2563	Business Communications <i>Pre-requisite: ENG 1003</i>	3	
ADMS 2413	Word Information Processing	3	
ADMS 1043	Legal/Medical Transcription	3	
MATH 0033	Intermediate Algebra	3	
	Business Elective	3	
	<b>Total Hours</b>	<b>15</b>	
<b>3<sup>rd</sup> Semester</b>			
ADMS 2073	Professional Development	3	
BSYS 2003	Business and Professional Presentation Techniques	3	
ENG 1013 <i>OR</i> ENG 1023	Freshman English II <i>OR</i> Technical Writing	3	
	Business Elective	3	
	Business Elective	3	
	<b>Total Hours</b>	<b>15</b>	
<b>4<sup>th</sup> Semester</b>			
BSYS 2583	Spreadsheet for Managerial Decisions	3	
CIS 2073	Desktop Publishing	3	
	Social Science Elective	3	
	Business Elective	3	
	Business Elective	3	
	<b>Total Hours</b>	<b>15</b>	
	<b>Total Associate of Applied Science Degree Hours</b>	<b>60</b>	

I understand that I am required to enroll in developmental education courses as a result of my test scores and Arkansas law, Act 1101, and it may take an additional semester to complete my degree program.

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Student's Signature

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Date

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Instructor's Signature

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Date