

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

2004-2005

Student's name

SS#

Course Number	Course Name	Credit Hours	Semester Taken
1ST Semester			
ACCT 1003	Accounting I OR	3	
ACCT 2003	Principles of Accounting I		
ADMS 1063	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	Legal Transcription or	3	
ADMS 1213	Medical Transcription	3	
ADMS 2073	Professional Development	3	
ADMS 2563	Business Communications <i>Pre-requisite: ENG 1003</i>	3	
MATH 0033	Introductory Algebra <i>or higher</i>	3	
ADMS 2413	Word Information Processing	3	
	Total Hours	15	
	Total Technology Certificate Hours	30	

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.

Student's Signature

Date

Instructor's Signature

Date