

Student Name _____

SSN _____

Advisor _____

2009-2010

ARKANSAS STATE UNIVERSITY – NEWPORT
ASUTC-MARKED TREE
ASSOCIATE OF APPLIED SCIENCE – BUSINESS TECHNOLOGY
(Emphasis - Office Administration Technology)

Courses (underline or circle selections where applicable) **Hours** **Semester** **Grade** **Transfer (univ., year)**

GENERAL EDUCATION: (15 credit hours)

ENG 1003 English I _____
ENG 1013 English II _____
MATH 1103 Intermediate Algebra _____
Fundamental Computer Elective (3 credit hours) _____
Social Science Elective (3 credit hour) _____

CORE BUSINESS COURSES (30 credit hours)

ACCT 2003 Principles of Accounting I _____
BSYS 1013 Business Communications _____
BSYS 1383 Spreadsheet Applications _____
BSYS 1543 Word Processing I _____
BSYS 1563 Administrative Support Procedures _____
BSYS 2553 Business Machines _____
ECON 2313 Principles of Macroeconomics _____
MGMT 2003 Introduction to Management _____
MKTG 1013 Introduction to Business _____
MIS 2813 Desktop Publishing Applications _____

EMPHASIS COURSES (15 credit hours)

Administrative Office Technology

BSYS 1553 Word Processing II _____
BSYS 2523 Machine Transcription _____
MIS 1373 Database Management _____
Business Electives (6 credit hours) _____

Business Electives

ACCT 2013 Principles of Accounting II _____
ACCT 2033 Computerized Accounting _____
BSYS 1553 Word Processing II _____
BSYS 2143 Intro to Entrepreneurship _____
BSYS 2523 Machine Transcription _____
ENG 1023 Business English _____
ENG 1203 Technical Communication _____
LAW 2023 Legal Environment of Business _____
MATH 1103 Technical Mathematics _____
MIS 1373 Database Management _____
MIS 1323 Integrated Business Projects _____
MIS 1413 Multimedia Applications _____

Total Minimum Required Credit Hours 60

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____