

Student Name _____

SSN _____

Advisor _____

2009-2010

ARKANSAS STATE UNIVERSITY – NEWPORT
ASUTC-MARKED TREE
TECHNICAL CERTIFICATE – BUSINESS TECHNOLOGY
(Emphasis-Administrative Office Technology)

Courses (underline or circle selections where applicable)	Hours	Semester	Grade	Transfer (univ., year)
GENERAL EDUCATION: (6 credit hours)				
ENG 1023 Business English	_____	_____	_____	_____
ENG 1203 Technical Communications or	_____	_____	_____	_____
MATH 1103 Technical Mathematics	_____	_____	_____	_____
BUSINESS CORE COURSES: (21 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	_____	_____	_____	_____
MIS 1033 Introduction to Computers	_____	_____	_____	_____
EMPHASIS COURSES: (9 credit hours)				
<u>Administrative Office Technology</u>				
BSYS 1553 Word Processing II	_____	_____	_____	_____
BSYS 2523 Machine Transcription	_____	_____	_____	_____
MIS 1373 Database Management	_____	_____	_____	_____
<u>Business Electives</u>				
BSYS 2143 Intro to Entrepreneurship	_____	_____	_____	_____
ECON 2313 Principles of Macroeconomics	_____	_____	_____	_____
MGMT 2003 Introduction to Management	_____	_____	_____	_____
MKTG 1013 Introduction to Business	_____	_____	_____	_____
MIS 2813 Desktop Publishing Applications	_____	_____	_____	_____
Total Hours		_____		

Total Minimum Required Credit Hours (36)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____