

Student Name _____

SSN _____

Advisor _____

2009-2010

ARKANSAS STATE UNIVERSITY – NEWPORT
ASUTC-MARKED TREE
TECHNICAL CERTIFICATE – BUSINESS TECHNOLOGY
(Emphasis - Computerized Accounting)

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

GENERAL EDUCATION: (6 credit hours)

MATH 1103 Technical Mathematics _____ _____ _____ _____
ENG 1203 Technical Communications **or** _____ _____ _____ _____
ENG 1023 Business English _____ _____ _____ _____

BUSINESS CORE COURSES: (21 credit hours)

MIS 1033 Introduction to Computers _____ _____ _____ _____
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 _____ _____ _____ _____

EMPHASIS COURSES: (9 credit hours)

Computerized Accounting

ACCT 2013 Principles of Accounting II _____ _____ _____ _____
ACCT 2033 Computerized Accounting _____ _____ _____ _____
Business Elective (3 credit hours) _____ _____ _____ _____

Business Electives

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 _____

Minimum Required Credit Hours (36)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____