

Student Name \_\_\_\_\_

SSN \_\_\_\_\_

Advisor \_\_\_\_\_  
2009-2010

**ARKANSAS STATE UNIVERSITY – NEWPORT**  
**TECHNICAL CERTIFICATE PLAN –OFFICE OCCUPATIONS**

**Possible Prerequisites:**

			<b>Hours</b>	<b>Semester</b>	<b>Grade</b>	<b>ACT</b>
ENG	0033	Writing Tutorial (required if ACT 0-18)	NC	_____	_____	_____
MATH	0013	College Math (required if Math ACT below 17)	NC	_____	_____	_____
MIS	1033	Introduction to Computers	3	_____	_____	_____
READ	0023	Developmental Reading (required if Reading ACT below 19)	NC	_____	_____	_____
UNIV	1001	Freshman Seminar	1	_____	_____	_____
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**CORE CURRICULUM (30 credit hours)**

			<b>Hours</b>	<b>Semester</b>	<b>Grade</b>	<b>Transfer</b> (univ., year)
<b>Requirements: (18 credit hours)</b>						
BSYS	2413	Word Processing I	_____	_____	_____	_____
BSYS	2503	Business Office Skills	_____	_____	_____	_____
BSYS	2533	Internet, Intranet, and Email Applications for Business	_____	_____	_____	_____
ENG	1003	Freshman English I	_____	_____	_____	_____
MATH	1003	Intermediate Algebra (or higher)	_____	_____	_____	_____
MIS	1503	Microcomputer Applications	_____	_____	_____	_____
<b>Select 4 courses: (12 credit hours)</b>						
ACCT	2003	Principles of Accounting I	_____	_____	_____	_____
BSYS	2553	Business Machines	_____	_____	_____	_____
BSYS	2583	Spreadsheets for Managerial Decisions	_____	_____	_____	_____
MIS	1033	Introduction to Computers	_____	_____	_____	_____
MIS	2013	Web Page Design	_____	_____	_____	_____
MIS	2403	Introduction to Database Management	_____	_____	_____	_____
MKTG	1013	Introduction to Business	_____	_____	_____	_____
<b>Total Credit hours:</b>			_____			

**Minimum Required Credit Hours (30)**

Comments:

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date Certificate Completed: \_\_\_\_\_