

Student Name _____ Student ID _____ Advisor _____

2016-17

ARKANSAS STATE UNIVERSITY-NEWPORT
TECHNICAL CERTIFICATE
BUSINESS TECHNOLOGY

A. Possible Prerequisites: None required

B. General Education Core: (6 credit hours)		Hours	Semester	Grade	Transfer (Univ. /year)
Course #	Course Title				
ENG 1203	Workplace Essentials	_____	_____	_____	_____
MATH 1013	Mathematical Applications	_____	_____	_____	_____

C. Business Technical Discipline: (36 credit hours)					
Course #	Course Title				
ACCT 2003	Principles of Accounting				
BSYS 1213	Basic Word Processing Applications I	OR			
BSYS 2413	Word Processing I		_____	_____	_____
BSYS 2533	Internet, Intranet, & Email App for Business		_____	_____	_____
LAW 2023	Legal Environment of Business		_____	_____	_____
MGMT 2003	Introduction to Management		_____	_____	_____
MIS 1503	Microcomputer Applications		_____	_____	_____
ECON 2323	Principles of Microeconomics		_____	_____	_____
ECON 2313	Principles of Macroeconomics		_____	_____	_____
MKTG 1013	Introduction to Business		_____	_____	_____
BSYS 2563	Business Communications		_____	_____	_____
MIS 1373	Data base Management	OR			
MIS 2403	Data base Management		_____	_____	_____
MIS 1033	Introduction to Computers	OR			
MIS 1443	Technical Computers		_____	_____	_____
Total credit hours			_____		

Total Minimum Required Credit Hours (42)

Student's Signature _____

Date: _____

Advisor's Signature _____

Date: _____

Date Certificate Completed: _____