Student Name_____ Student ID_____ Advisor_____

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	Administrative Technology 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 2312	Principles of Macroeconomics	_____	_____	_____	_____
MKTG 1013	Introduction to Business	_____	_____	_____	_____
BSYS 2563	Business Communications	_____	_____	_____	_____
MIS 1373	Database Management **OR**				
MIS 2403	Introduction to Database Management	_____	_____	_____	_____
MIS 1033	Introduction to Computers **OR**				
MIS 1443	Technical Computer Applications	_____	_____	_____	_____

Total credit hours _____

Total Minimum Required Credit Hours (42)

Student's Signature_____   Date:_____

Advisor's Signature_____   Date:_____

Date Certificate Completed:_____