

University of Arkansas Hope – Texarkana
AAS BUSINESS ADMINISTRATION/TC&CP IN GENERAL BUSINESS
2024-2025 Catalog

Associate of Applied Science Technical Certificate Certificate of Proficiency General Business

Student's Last Name:		Student's First Name:			Student ID#:		
Assigned Advisor: Advisor who enrolled student:		Date Originated:			Revision Date:		
These courses fulfill remediation requirements only and are mandated by placement test results or multiple measures. Any degree seeking student who is required to take an academic skills course must also take UNIV 10003 College Life Skills.					Placement scores/comments:		
_____					_____		
REQUIREMENTS	Course Offerings	CrHr	Grade	Sem/Yr Enrolled	Notes	ACTS Index Number*	
BUSI 12303 Professionalism in the Workplace	FALL/SPRING/ONLINE	3					
BUSI 10103 Introduction to Business	FALL/SPRING/ONLINE	3				BUS1013	
CSPI 10003 Introduction to Computers	FALL/SPRING/ONLINE	3				CPSI1003	
BUSI 20103 Business Communications	SPRING/ONLINE	3					
Certificate of Proficiency in General Business Total Hours		12	Date CP in Gen Business submitted to Registrar:				
ACCT 20003 Principles of Accounting I	FALL/SPRING	3				ACCT2003	
ENGL 10103 Composition I	FALL/SPRING/ONLINE	3				ENGL1013	
BLAW 20003 Business Law	FALL/SPRING	3				BLAW2003	
BUSI 23333 Introduction to Management	FALL	3					
ITECH 13503 Electronic Spreadsheet	SPRING	3					
ECON 22003 Microeconomics	FALL	3				ECON2203	
Technical Certificate in General Business Total Hours		30	Date TC in Gen Business submitted to Registrar:				
ACCT 22143 Payroll Accounting	FALL	3					
BUSI 13663 Introduction to Marketing	SPRING	3					
BUSI 21063 Human Resource Management	SPRING	3					
BUSI 24003 Entrepreneurial Leadership	SPRING	3					
BUSI 25003 Personal Finance	FALL	3					
ACCT 20103 Principles of Accounting II	SPRING	3					
ECON 21003 Macroeconomics	SPRING	3				ECON2103	
MATH 11003 College Algebra <i>or</i> MATH 11103 Quantitative Literacy	FALL/SPRING/ONLINE	3				MATH1103 MATH1113	
ENGL 10203 Composition II <i>or</i> ENGL 20203 Technical Writing	FALL/SPRING/ONLINE	3				ENGL1023 ENGL2023	
Social Science Elective	FALL/SPRING	3					
AAS Business Administration Total Hours		60	Date AAS in Business Admin submitted to Registrar:				

This program is designed to train students to go directly into the workforce. This program is not designed for transfer. Students interested in transferring into a bachelor's degree in Business, should seek the AS Business or AS Business Studies program.

Students should check their chosen program's description in the current catalog for possible prerequisite courses. These are courses that they are required to complete before enrolling in the next course in the progression.

No Certificate of Proficiency degree is eligible for Federal Financial Aid. Federal Financial Aid pays for courses of students pursuing Technical Certificate and/or higher degree.

[ARKANSAS COURSE TRANSFER SYSTEM \(ACTS\)](#)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Courses not having an ACTS number may also transfer. Please consult the receiving institution for complete transfer information.

Student's Signature:
Advisor's Signature:

Date:
Date: