

Technical Certificate: Business Administration

ACCOUNTING

Six (6) hours required

- ___ ACC203 Principles of Accounting I (F)
- ___ ACC213 Principles of Accounting II* (S)

COMPUTER SYSTEMS TECHNOLOGY

Six (6) hours required

- ___ CST113 Computer Applications (F, S, SMR)
- ___ CST273 Spreadsheet Applications* (F,S)

BUSINESS

Twelve (12) hours required

- ___ BUS203 Leadership & Ethics (F,S)
- ___ BUS213 Business Communications (F,S)
- ___ BUS223 Business Law I (F)
- ___ BUS243 Human Resource Management (S)

ECONOMICS

Six (6) hours required

- ___ ECN203 Microeconomics (F)
- ___ ECN213 Macroeconomics (S)

*Indicates prerequisites. Consult your advisor or the UARM catalog.

FAQ: Technical Certificate-Business Administration

Q: What is the Technical Certificate in Business Administration (TC BA)?

A: The TC BA is designed to give students a basic education in business courses that will enable them to secure entry level business jobs. The certificate will qualify the student for an entry level position as a bookkeeper, accounting clerk, bank teller, or retail manager.

Q: How many hours are required for this certificate?

A: Thirty (30) hours are required for this degree. The following chart shows a suggested course of study that allows a student who begins in the fall semester to complete this degree in two semesters.

First Semester

- ACC203 Accounting I
- BUS213 Business Law I
- BUS243 Human Resource Man.
- CST113 Computer Applications
- ECN203 Microeconomics

Total credit hours = 15

Spring Semester

- ACC213 Accounting II
- BUS203 Leadership & Ethics
- BUS213 Business Communications
- CST273 Spreadsheet Applications
- ECN213 Macroeconomics

Total credit hours = 15

Q: How am I assigned an advisor?

A: Once you complete the application process and declare a degree, you will be assigned an advisor with expertise in your chosen degree. It is important to develop a good working relationship with your advisor as this is the person who will help guide you through your time at UARM.

Q: How is the Technical Certificate different from the Associate of Applied Science?

A: The AAS is a four-semester program, which includes all of the classes taken for the technical certificate plus additional classes. Most notably, the AAS has math and English requirements. See the UARM catalog for more information about this degree and the Associate of Applied Science.

Q: Will this degree transfer to a 4-year institution?

A: Some of the courses in this program may transfer to a 4-year institution; however, students who intend to transfer should check with the transfer institution to determine the transferability of classes. Students may also check their classes by going to the Arkansas Course Transfer Systems (ACTS).

Q: What if I start having trouble or get behind in my classes?

A: Student Support Services is located in the Johnson Learning Commons and offers free tutoring services to qualified students.