

Technical Certificate: Business Administration - 2785

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 the Arkansas Course Transfer System website for the transferability of classes.

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.