

## Technical Certificate: Business Administration - 2785

### ACCOUNTING

#### *Six (6) hours required*

- \_\_\_ ACCT 20003 Principles of Accounting I (F)
- \_\_\_ ACCT 20103 Principles of Accounting II\* (S)

### BUSINESS

#### *Twelve (12) hours required*

- \_\_\_ BUSI 20373 Leadership & Ethics (F,S)
- \_\_\_ BUSI 20103 Business Communications (F,S)
- \_\_\_ BLAW 20003 Business Law I (F)
- \_\_\_ BUSI 24373 Human Resource Management (S)

### COMPUTER SYSTEMS TECHNOLOGY

#### *Six (6) hours required*

- \_\_\_ CPSI 10003 Computer Applications (F, S, SMR)
- \_\_\_ ISYS 27303 Spreadsheet Applications\* (F,S)

### ECONOMICS

#### *Six (6) hours required*

- \_\_\_ ECON 22003 Microeconomics (F)
- \_\_\_ ECON 21003 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

- ACCT 20003 Accounting I
- BLAW 20003 Business Law I
- BUSI 24373 Human Resource Man.
- CPSI 10003 Computer Applications
- ECON 22003 Microeconomics

**Total credit hours = 15**

#### Spring Semester

- ACCT 20103 Accounting II
- BUSI 20373 Leadership & Ethics
- BUSI 20103 Business Communications
- ISYS 27303 Spreadsheet Applications
- ECON 21003 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.

