



**ARKANSAS STATE UNIVERSITY-MOUNTAIN HOME  
REQUIREMENTS FOR  
TECHNICAL CERTIFICATE IN GENERAL BUSINESS**

**2009-2010**

All technical certificate seeking students must meet the freshman assessment and placement requirements.  
If deficiencies exist, the student must complete the required CPT courses.

**The technical certificate program gives the student the opportunity to earn a certificate while completing steps toward an Associate of Applied Science degree.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor: \_\_\_\_\_

<u>COURSE CODE</u>	<u>COURSE NAME</u>	<u>HOURS REQUIRED</u>	<u>HOURS COMPLETED</u>
ACC 1003	Introduction to Accounting	3	_____
BUS 1013	Introduction to Business	3	_____
BUS 2103	Human Relations in Business	3	_____
BUS 2203	Applied Business Ethics	3	_____
BUS 2563	Business Communications	3	_____
BUS 2613	Customer Service	3	_____
CIS 1003	Computerized Office Accounting	3	_____
CIS 1203	Introduction to Computers	3	_____
CIS 2503	Microcomputer Business Applications	3	_____
ENG 1003	Composition I	3	_____

**Program Total 30 Hours**