



ARKANSAS STATE UNIVERSITY - NEWPORT  
 NEWPORT • JONESBORO • MARKED TREE

**Certificate of Proficiency  
 Business Operations (12 ch)**

**Program Description:**

Year 1					
First Semester			Second Semester		
Course No.	Course Name	Hours	Course No.	Course Name	Hours
ACCT2043	Computer Applications for Accounting	3			
ENG1203	Workplace Essentials	3			
MIS1033 MIS1443	Introduction to Computers <b>OR</b> Technical Computer Applications	3			
MKTG1013	Introduction to Business	3			
MGMT2003	Introduction to Management	3			
<b>Total Hours</b>		<b>12</b>	<b>Total Hours</b>		

**ADDITIONAL NOTES:**

**Major Technical Discipline: Choose 4 courses (12 credit hours)**