



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

ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE

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 OR Technical Computer Applications	3			
MKTG1013	Introduction to Business	3			
MGMT2003	Introduction to Management	3			
Total Hours		12	Total Hours		

ADDITIONAL NOTES:

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