



ARKANSAS STATE UNIVERSITY - NEWPORT
 NEWPORT • JONESBORO • MARKED TREE

**Certificate of Proficiency
 Business Operations (15 ch)**

Program Description:

Year 1					
First Semester			Second Semester		
Course No.	Course Name	Hours	Course No.	Course Name	Hours
MATH1013	Mathematical Applications	3			
ENG1203	Workplace Essentials	3			
MIS2413	Administrative Technology	3			
MIS1033	Introduction to Computers	3			
MKTG1013	Introduction to Business	3			
Total Hours		15	Total Hours		

ADDITIONAL NOTES: