

**University of Arkansas Hope – Texarkana**  
**AAS BUSINESS ADMINISTRATION/TC&CP IN GENERAL BUSINESS**  
**2025-2026 Catalog**

Associate of Applied Science     Technical Certificate     Certificate of Proficiency General Business

<b>Student's Last Name:</b>		<b>Student's First Name:</b>			<b>Student ID#:</b>		
<b>Assigned Advisor:</b> <b>Advisor who enrolled student:</b>		<b>Date Originated:</b>			<b>Revision Date:</b>		
These courses fulfill remediation requirements only and are mandated by placement test results or multiple measures. Any degree seeking student who is required to take an academic skills course must also take UNIV 10003 College Life Skills.					Placement scores/comments: _____		
<b>REQUIREMENTS</b>		<b>Course Offerings</b>	<b>CrHr</b>	<b>Grade</b>	<b>Sem/Yr Enrolled</b>	<b>Notes</b>	<b>ACTS Index Number*</b>
BUSI 12303 Professionalism in the Workplace		FALL/SPRING/ONLINE	3				
BUSI 10103 Introduction to Business		FALL/SPRING/ONLINE	3				BUS1013
CPSI 10003 Introduction to Computers		FALL/SPRING/ONLINE	3				CPSI1003
BUSI 20103 Business Communications		SPRING/ONLINE	3				
<b>Certificate of Proficiency in General Business Total Hours</b>			<b>12</b>	<b>Date CP in Gen Business submitted to Registrar:</b>			
ACCT 20003 Principles of Accounting I		FALL/SPRING	3				ACCT2003
ENGL 10103 Composition I		FALL/SPRING/ONLINE	3				ENGL1013
BLAW 20003 Business Law		FALL	3				BLAW2003
BUSI 23333 Introduction to Management		FALL	3				
ITECH 13503 Electronic Spreadsheet		SPRING	3				
ECON 22003 Microeconomics		FALL	3				ECON2203
<b>Technical Certificate in General Business Total Hours</b>			<b>30</b>	<b>Date TC in Gen Business submitted to Registrar:</b>			
ACCT 22143 Payroll Accounting		FALL	3				
BUSI 13663 Introduction to Marketing		SPRING	3				
BUSI 21063 Human Resource Management		SPRING	3				
BUSI 24003 Entrepreneurial Leadership		SPRING	3				
BUSI 25003 Personal Finance		FALL	3				
ACCT 20103 Principles of Accounting II		SPRING	3				
ECON 21003 Macroeconomics		SPRING	3				ECON2103
MATH 11003 College Algebra <i>or</i> MATH 11103 Quantitative Literacy		FALL/SPRING/ONLINE	3				MATH1103 MATH1113
ENGL 10203 Composition II <i>or</i> ENGL 20203 Technical Writing		FALL/SPRING/ONLINE	3				ENGL1023 ENGL2023
Social Science Elective		FALL/SPRING	3				
<b>AAS Business Administration Total Hours</b>			<b>60</b>	<b>Date AAS in Business Admin submitted to Registrar:</b>			

This program is designed to train students to go directly into the workforce. This program is not designed for transfer. Students interested in transferring into a bachelor's degree in Business, should seek the AS Business or AS Business Studies program.

Students should check their chosen program's description in the current catalog for possible prerequisite courses. These are courses that they are required to complete before enrolling in the next course in the progression.

**No Certificate of Proficiency degree is eligible for Federal Financial Aid. Federal Financial Aid pays for courses of students pursuing Technical Certificate and/or higher degree.**

[ARKANSAS COURSE TRANSFER SYSTEM \(ACTS\)](#)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Courses not having an ACTS number may also transfer. Please consult the receiving institution for complete transfer information.

**Student's Signature:**  
**Advisor's Signature:**

**Date:**  
**Date:**