

**University of Arkansas
East Arkansas Community College
Technical Certificate in Business**

The Technical Certificate (TC) in Business program is for Business students who wish to enter into the fields of Management or Sales and Retail. It provides training and skill development in business communications, accounting, computer applications, management, salesmanship and more. The Technical Certificate in Business is designed for application toward the Associate of Applied Science Business. For more information, see the College catalog or log on to www.eacc.edu.

I. General Education Courses	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
*BUS 1003 Introduction to Business	3			
BUS 1023 College Business Math	3			
*BUS 1133 Intro to Accounting	3			
*BUS 1603 Computer Fundamentals	3			
BUS 2183 Electronic Spreadsheet Applications	3			
*BUS 2553 Business Communication	3			
Option 1: Management				
BUS 2813 Basic Management	3			
BUS 2863 Continuous Quality Improvement	3			
BUS 2933 Leadership Skills and Ethics	3			
Option 2: Sales and Retail				
BUS 2393 Administrative Office Procedures	3			
BUS 2513 Fundamentals of Marketing	3			
BUS 2523 Salesmanship	3			
Total Certificate Hours	30			

***ACTS Transfer Course** - The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students> -select Arkansas Course Transfer System for Students. See the current academic catalog for more information.