

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

The Certificate of Proficiency (CP) in Business is for students who wish to enter into fields of Management, Sales, or Retail. The CP provides training in skills essential for entry level employees in a business environment. It provides training and skills development in basic business practices, bookkeeping, professional communications, customer relations, and entry level business technology.

I. General Education Courses	Credit Hours	Semester	Year	Grade
*BUS 1003 Introduction to Business	3			
ENG 1033 Communication Skills I -or- Higher	3			
*BUS 1603 Computer Fundamentals	3			
Total Certificate Hours	9			

***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.