



*University of Arkansas at Monticello
College of Technology - McGehee
Technical Certificate Program of Study
**ADMINISTRATIVE OFFICE
TECHNOLOGY***



To be eligible for a Technical Certificate from the University of Arkansas at Monticello College of Technology-McGehee, a student should complete a Program of Study approved by his/her advisor upon entering the University. The Program of Study indicates the minimum semester hours of unduplicated credit at the technical certificate level. Specific certificate requirements are listed on this Program of Study.

The Program of Study is for informational purposes only; it is the responsibility of the student to meet all requirements to be eligible for a technical certificate at UAM College of Technology – McGehee. The University reserves the right to substitute courses. The following are the Student Learning Outcomes for the Administrative Office Technology Program:

- 1. Produce business documents such as letters, memos, Emails, forms, tables, graphs, balance sheets, income statements, payroll registers and other documents used in business offices.**
- 2. Produce the above documents rapidly and accurately using the computer skills acquired.**
- 3. Demonstrate the integration of theory, classroom and field experience to obtain entry level employment in a business office.**

NOTE: Some courses require pre-requisite and/or co-requisite classes. Some courses may be offered only during specific semesters. This Program of Study requires General Education courses to be completed during any semester/term of enrollment. Contact your advisor or Director of Instruction for specific information.

Students who score below the required minimal level on the entrance exam may be required to take additional credit hours as part of this University's developmental education program. See current academic catalog for more information.

The technical certificate may serve as a terminal credential or as an intermediate credential for students who wish to pursue an associate or baccalaureate degree program.

For more information about this certificate, contact the UAM College of Technology – McGehee's Office of Student Services or call 870-222-5360 ext. 5220. Students may also visit www.uamont.edu.

SEMESTER I					SEMESTER II				
	BUS	1123	Tech Accounting I	3 credit hours		BUS	1503	Tech Word Information Processing	3 credit hours
	CIS	1303	Computer Applications for Business or higher	3 credit hours		BUS	1603	Tech Vocabulary Development	3 credit hours
	BUS	1203	Tech Keyboarding	3 credit hours		BUS	2013	Tech Business Communication	3 credit hours
	BUS	2143 0183	Tech Business Math or Intermediate Algebra	3 credit hours		BUS	1213	Tech Keyboarding Applications	3 credit hours
	BUS	2003 1013	Tech Business English or English Comp I	3 credit hours		BUS	1563	Tech Administrative Office Procedures	3 credit hours
			Certificate of Proficiency eligibility at completion					3 hours from electives listed below	3 credit hours
			TOTAL	15 credit hours				TOTAL	18 credit hours
SEMESTER III									
	BUS	2623	Tech Business Practicum	3 credit hours					
			3 Hours of electives listed below	3 credit hours					
				6 credit hours					
			Pick 6 hours from the following:						
	BUS	2153	Tech Computerized Accounting	3 credit hours					
	BUS	21731	Tech Data Entry	3 credit hours					
	BUS	2163	Tech Spreadsheet Applications	3 credit hours					

Specific Graduation Requirements

In addition to completing all coursework, the University of Arkansas at Monticello College of Technology – McGehee, requires all students who are eligible for this technical certificate to meet the following criteria:

•Degree Audit

•At least 2.00 cumulative GPA

My signature below indicates that I (student) agree that it is my responsibility to meet all UAM requirements to be eligible for a technical certificate. This document serves only as a guide to help me fulfill specific program requirements. This University reserves the right to substitute other courses.

Student Printed Name

Student's Date of Birth

Student Signature

Date

Advisor Signature

Date