

*University of Arkansas at Monticello College of Technology -
McGehee Technical Certificate Program of Study
Business Technology*

Graduation Requirements

Dept	Course Number	Course Title	Credit Hours
Fall Semester			3
BUS	1123	Tech Accounting	3
BUS	2003	Tech Business English	3
BUS	2143	Tech Business Math	3
BUS	1303	Tech Computer Applications for Business	3
BUS	1563	Tech Administrative Support Procedures	3
		EXIT: Certificate of Proficiency: Basic Business Principles	15

Spring Semester			
BUS	2153	Tech Computerized Accounting	3
BUS	2013	Tech Business Communications	3
BUS	2613	Tech Small Business Management	3
BUS		(Elective from list below) check schedule for course offerings	3
BUS		(Elective from list below) check schedule for course offerings	3
BUS		(Elective from list below) check schedule for course offerings	3
			18

Summer I Semester			
BUS	2623	Tech Business Practicum	3
		EXIT: Technical Certificate: Business Technology	36

Electives			
BUS	1073	Tech Introduction to Law	3
BUS	1083	Tech Legal Transcription	3
BUS	1203	Tech Keyboarding	3
BUS	2173	Tech Data Entry	3
BUS	1603	Tech Vocabulary Development	3
BUS	1043	Tech Bank Teller Operations	3
BUS	1033	Tech Principles of Banking	3
BUS	1213	Tech Keyboarding Apps	3
BUS	2163	Tech Spreadsheet Applications	3
BUS	2023	Tech Introduction to Marketing	3
BUS	2033	Tech Electronic Presentations	3
BUS	2043	Microsoft Office Prep and Certification	3
HOS	1033	Customer Service Relations	3

Business Technology Student Learning Outcomes:

Students successfully completing the UAM CTM Business Technology program will be able to:

1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology.
2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.

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.

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 related 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. Students may also visit www.uamont.edu.

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