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

Technical Certificate

Dept	Course Number	Course Title	Credit Hours	Semester Taken	Grade
Fall Semester					
BUSI	11293	Tech Accounting I	3		
BUSI	21493	Tech Business Math	3		
BUSI	20093	Tech Business English	3		
BUSI	13093	Tech Computer Applications for Business	3		
BUSI	21693	Tech Spreadsheet Applications	3		
			15		
***Denotes optional EXIT Point: Certificate of Proficiency – Basic Business Principles**					
Spring Semester					
BUSI	20593	Web Design	3		
BUSI	20193	Tech Business Communications	3		
BUSI	21593	Tech Computerized Accounting	3		
BUSI	20693	Tech Digital Marketing	3		
BUSI	20793	Tech Human Resources	3		
			15		
Summer I Term					
BUSI	26193	Tech Small Business Management	3		
BUSI	26293	Tech Business Practicum	3		
		EXIT: Technical Certificate - Business Technology	**36**		

Additional Electives when available

BUSI	10793	Tech Introduction to Law	3
BUSI	10893	Tech Legal Transcription	3
BUSI	15693	Tech Administrative Support Procedures	3
BUSI	21793	Tech Data Entry	3
BUSI	16093	Tech Vocabulary Development	3
BUSI	10493	Tech Bank Teller Operations	3
BUSI	10393	Tech Principles of Banking	3
BUSI	12193	Tech Keyboarding Apps	3
BUSI	20293	Tech Introduction to Marketing	3
BUSI	20393	Tech Electronic Presentations	3
BUSI	20493	Microsoft Office Prep and Certification	3
BUSI	12093	Tech Keyboarding	3
HOSP	10303	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