



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

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.

First Year, Fall Semester					First Year, Spring Semester				
	ACCO	1313	Tech Accounting I	3 credit hours		ACCO	2323	Tech Accounting II	3 credit hours
	CIS	2223	Microcomputer Applications	3 credit hours		BUS	2003	Tech Business English	3 credit hours
	BUSI	1003	Tech Keyboarding/Word Processing I	3 credit hours		CIS	1013	Introduction to Computer Based Systems	3 credit hours
	BUS	2143	Tech Business Math	3 credit hours		BUSI	2063	Tech Spreadsheets/DBMS	3 credit hours
						BUSI	2083	Tech Data Entry/Office Machines	3 credit hours
			TOTAL	12 credit hours				TOTAL	15 credit hours
Second Year, Fall Semester									
	BUS	1563	Tech Administrative Support Procedures	3 credit hours					
	ACCO	2333	Tech Computerized Accounting	3 credit hours					
	BUS	2013	Tech Business Communications	3 credit hours					
	BUSI	2153	Tech Word Processing II	3 credit hours					
	BUSI	2253	Tech Desktop Publishing	3 credit hours					
	BUSI	210v	Tech Business Internship	0 credit hours					
			TOTAL	15 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

Director of Instruction Signature

Date

Vice Chancellor Signature

Date