

Technical Certificate: Office Technology – 4850

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCOUNTING**

*Five (5) hours required*

- \_\_\_\_\_ ACC101 Quick Books I (S)
- \_\_\_\_\_ ACC101 Quick Books II (S)
- \_\_\_\_\_ ACC203 Accounting I (F)

**COMPUTER SYSTEMS TECHNOLOGY**

*Twelve (12) hours required*

- \_\_\_\_\_ CST113 Computer Applications (F, S)
- \_\_\_\_\_ CST153 Concepts of Operating Systems\* (F, S)
- \_\_\_\_\_ CST273 Spreadsheet Applications\* (F, S)
- \_\_\_\_\_ CST283 Database Applications (F, S)

**BUSINESS**

*Nine (9) hours required*

- \_\_\_\_\_ BUS223 Business Law I
- \_\_\_\_\_ BUS213 Business Communications (F, S)
- \_\_\_\_\_ BUS293 Personal Finance (F)

**Total hours Tech. Cert. Office Systems-Business 26 hrs**

\*Indicates prerequisites. Consult catalog.

**FAQ**

**Technical Certificate in Office Technology**

**Q: What is the Technical Certificate in Office Technology (TC OT)?**

A: The Technical Certificate in Office Technology is designed to give students a basic education in business courses that will enable them to secure entry-level office jobs. This certificate will qualify the student for an entry level position as a clerk typist, bookkeeper or accounting clerk, bank teller, or receptionist.

**Q: How many hours are required for a Technical Certificate in Office Technology?**

A: Twenty-Six (26) hours are required for this degree. The following shows a suggested course of study that allows the study to complete this program in two semesters.

**Q: How am I assigned an advisor?**

A: Once you complete the application process and declare a degree, you will be assigned an advisor with expertise in your chosen degree. It is important for you to develop a good working relationship with your advisor as this is the person who will help guide you through your time at UA RMCC. If you have questions about your advisor, call the Director of Admissions at 479-394-7622 ext. 1440.

First Semester	Credit Hrs	Second Semester	Credit Hrs
CST 113 Computer Applications	3	BUS 213 Business Communications	3
ACC 203 Accounting I	3	ACC101/111 Quickbooks I & II	2
BUS293 Personal Finance	3	CST153 Concepts of Operating Systems	3
BUS213 Business Law	3	CST 283 Database Applications	3
<b>Total Hours</b>	<b>12</b>	CST 273 Spreadsheet Applications	3
		<b>Total Hours</b>	<b>14</b>

**Q: How is the Technical Certificate different from the Associate of Applied Science?**

A: The AAS is a four-semester, sixty-hour program; it includes all of the classes taken for the technical certificate plus additional classes. Most notably, the AAS has math and English requirements. See the UA RMCC Catalog for more information.

**Q: Will this degree transfer to a 4-year institution?**

A: Some of the courses in this program might transfer to senior institutions for credit leading to a Baccalaureate degree. The student should check with the transfer institution before beginning course work intended for transfer. You can also research the transferability of courses within this degree on the RMCC internet. Access the RMCC home page, and go to **current student > transfer information > transfer course equivalency guides**. You will also find a link to ACTS, the Arkansas Course Transfer System.

**Q: Where can I get more information about this degree?**

A: The UA RMCC catalog has more details about this degree.

**Q: What if I start having trouble or get behind in my classes?**

A: Student Support Services is located in the Johnson Learning Commons and offers a wide variety of free services to qualified students. In addition to tutoring, SSS offers academic and transfer advising, career planning, and study skills development.

**Q: What do I need to do to enroll in classes at UA RMCC?**

A: You may call the Educational Opportunity Center (EOC) at 479-394-7622 ext. 1642 or 1644 for information and assistance with the enrollment process or contact the Director of Admissions at ext. 1460.