Technical Certificate: Office Technology* – 4850
*For Students Enrolled Prior to Fall 2011

Student:________________________________________Advisor:__________________________________Date:______________

ACCOUNTING

Three (3) hours required
_____ ACC203 Accounting I

BUSINESS

Twelve (12) hours required
_____ BUS123 Organizational Behavior
_____ BUS213 Business Communications
_____ BUS203 Leadership/Ethics
_____ BUS or CST Elective**

Total hours Tech. Cert. Office Technology  30 hrs
*Indicates prerequisites. Consult catalog.
**BUS or CST elective must be approved by advisor

COMPUTER SYSTEMS TECHNOLOGY

Twelve (12) hours required
_____ CST113 Introduction to Computers
_____ CST273 Spreadsheet Applications*
_____ CST283 Database Applications
_____ CST103 Word Processing Applications*

OFFICE TECHNOLOGY

Three (3) hours required
_____ OFT143 Office Machines and Procedures

FAQ

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: Thirty (30) 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 RMCC. If you have questions about your advisor, call the Director of Admissions at 479-394-7622 ext. 1440.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs</th>
<th>Second Semester</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 113 Introduction to Computers</td>
<td>3</td>
<td>BUS 213 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OFT 143 Office Machines and Procedures</td>
<td>3</td>
<td>BUS 203 Leadership and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Organizational Behavior</td>
<td>3</td>
<td>CST 283 Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 203 Accounting I</td>
<td>3</td>
<td>CST 273 Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS or CST Elective</td>
<td>3</td>
<td>CST 103 Word Processing Applications</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours</td>
<td>15</td>
<td>Total Hours</td>
<td>15</td>
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</tbody>
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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 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 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 Abernathy Building 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. LEAC is located in the Maddox building and offers free tutoring, laptop loans, and study groups.

Q: What do I need to do to enroll in classes at RMCC?
A: You may call the Educational Opportunity Center (EOC) at 479-394-7622 ext. 1640 or 1642 for information and assistance with the enrollment process or contact the Director of Admissions at ext. 1460.

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