

East Arkansas Community College Technical Certificate (TC) in Administrative Office Technology

The Technical Certificate (TC) in Administrative Office Technology program of study is a planned and coherent program of classroom and laboratory work at the collegiate level that recognizes the completion of a specified level of competency in Administrative Office Technology. This degree includes 30 semester hours. Upon completion, students will demonstrate mastery of skills and knowledge against specified performance standards.

The Technical Certificate in Administrative Office Technology is designed to help prepare students for administrative office positions. Software covered in computer-based courses includes fundamental word processing applications and basic office skills. Students may apply the Technical Certificate Administrative Office Technology, toward the Associate of Applied Science in Administrative Office Technology (AAS-AOT). See the College catalog for more information or log on to www.eacc.edu.

I. General Education Courses	Credit Hours	Semester	Year	Grade
*ENG 1013 English Composition I	3			
*SPE 1003 Introduction to Oral Communication	3			
*BUS 1603 Computer Fundamentals	3			
Total General Education Required Hours	9			
II. Administrative Office Technology Core	Credit Hours	Semester	Year	Grade
*BUS 1003 Introduction to Business	3			
BUS 1023 College Business Math	3			
BUS 1133 Intro to Accounting or *BUS 2113 Prin Accounting I	3			
*BUS 1343 Computer Keyboarding I	3			
BUS 1373 Computer Keyboarding II	3			
BUS 2453 Word Processing Concepts and Apps	3			
*BUS 2553 Business Communication	3			
Total Business Required Hours	21			
TOTAL CERTIFICATE HOURS	30			

***ACTS Transfer Course** - The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer System <http://acts.adhe.edu> - select Course Transfer. See Acceptance of Transfer Credits section in the current academic catalog for a complete list of transfer provisions.