

Associate of Science in Office Technology

Program Mission

The mission of the Office Technology program is to equip students with technology, communication, and professional skills necessary for successful employment in an office environment.

Program Description

Upon completion the student will be able to perform as an office manager completing a variety of office processes, maintenance, and management, including oral and written communication, formatting simple to complex business correspondence, formatting reports, tables and administrative documents, filing, operating computers and business machines, using computer software application programs, distributing mail, answering the telephone, and providing good customer service.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Office Technology program, students will be able to:

1. Obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.
2. Use previously learned skills and information to format and produce various office documents.
3. Express confidence in their ability to use and integrate several office applications.

General Education Requirements		
Course #	Course Name	Credits
ENXXX	English Composition Requirement	3
MAXXX	Mathematics Requirement	3-4
CSXXX	Computer Literacy Requirement	3
XXXXX	Humanities & Fine Arts Requirement	3-4
XXXXX	Natural & Physical Sciences Requirement	4
PY125	Interpersonal Relations	3
Total		19-21
Technical Requirements		
Course #	Course Name	Credits
OA 101	Keyboarding and Document Processing	3
OA 103	Filing Systems	3
OA 109	Business Math Using Excel	3

OA 130	Information Processing	3
OA 210	Database Management Systems	3
OA 211	Business Communication	3
OA 220	Spreadsheet Systems	3
OA 230	Advanced Information Processing	3
OA 250	Office Procedures	3
SM 108	Introduction to Business	3
SM 208	Personnel Supervision	3
Professional Electives (Complete 9 credits)		
Course #	Course Name	Credits
AC 100	Fundamentals of Bookkeeping & Accounting	3
CS 110	Introduction to the Internet	3
OA 240	Machine Transcription	3
OA 292	Office Technology Practicum	3
Total		42
Program Total		61-63

Associate of Science in Office Technology – Semester Breakdown

Year 1		
Semester 1		
Course #	Course Name	Credits
ENXXX	English Composition Requirement	3
MAXXX	Mathematics Requirement	3-4
OA 101	Keyboarding and Document Processing	3
OA 109	Business Math Using Excel	3
XXXXX	Professional Elective	3
Total		15-16
Semester 2		
Course #	Course Name	Credits
CSXXX	Computer Literacy Requirement	3
PY125	Interpersonal Relations	3
OA 130	Information Processing	3
OA 220	Spreadsheet Systems	3
XXXXX	Professional Elective	3
Total		15
Year 1 Total		30-31

Year 2		
Semester 3		
Course #	Course Name	Credits
OA 211	Business Communication	3
OA 103	Filing Systems	3
XXXXX	Natural & Physical Sciences Requirement	4
OA 210	Database Management Systems	3
XXXXX	Professional Elective	3
Total		16
Semester 4		
Course #	Course Name	Credits
XXXXX	Humanities & Fine Arts Requirement	3-4
SM 108	Introduction to Business	3
OA 230	Advanced Information Processing	3
SM 208	Personnel Supervision	3
OA 250	Office Procedures	3
Total		15-16
Year 2 Total		31-32
Program Total		61-63