



DEGREES

Associate of Science in Office Technology

Total Credit Hours: 61-63

About Associate of Science in Office Technology

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.

REQUIREMENTS FOR DEGREE

General Education Requirements

Course	Course Name	Credits
EN__	English Composition Requirement	3
MA__	Mathematics Requirement	3-4
CS__	Computer Literacy Requirement	3
	Humanities and Fine Arts Requirement	3-4
	Natural and Physical Sciences Requirement	4
PY125	Interpersonal Relations	3

Major Requirements

Course	Course Name	Credits
OA101	Keyboarding and Document Processing	3
OA103	Filing Systems	3
OA109	Business Math Using Excel	3
OA130	Information Processing	3
OA210	Database Management Systems	3
OA211	Business Communication	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing	3
OA250	Office Procedures	3
SM108	Introduction to Business	3

SM208	Personnel Supervision	3
Electives (Complete 9 credits)		
Course	Course Name	Credits
AC100	Fundamentals of Bookkeeping and Accounting	3
CS110	Introduction to the Internet	3
OA240	Machine Transcription	3
OA292	Office Technology Practicum	3
	Program Total	61-63

2019-2020 College Catalog

[GENERAL EDUCATION REQUIREMENTS](#)

Recognizing the necessity for students to succeed in the complex and rapidly changing workplace, Guam Community College offers a general education curriculum that introduces students to major areas of knowledge and methods of inquiry. All degree programs require an interdisciplinary general education component that promotes the development of intellectual skills that enable students to become effective learners and informed citizens. Critical thinking, the use of language and computation, appropriate social skills, global awareness and respect for diverse opinions are among the learning outcomes provided in the general education requirements of each program.

Guam Community College believes that general education provides the academic foundation necessary for students to achieve their life goals. General education is intended to offer students a breadth of quality student learning experiences, encourage their respect for cultural heritage, promote their ethical and responsible social behavior and facilitate their life-long learning.

The General Education program strives to foster student learning and skill development in civic engagement, critical thinking, understanding of the relationship between the individual and society, information literacy, oral communication, quantitative reasoning, and written communication.

Guam Community College believes that high quality general education opportunities for all citizens are necessary for democratic principles and practices to exist and for a sound economy to flourish. The College continually scrutinizes the general education curriculum in order to assure that all degrees and certificates granted by the College support this vision of general education and that it serves as a means to inspire hope, opportunity and responsibility in all its constituencies.

Requirements for General Education follow the options described below. Students declared prior to fall 2010 will follow the requirements indicated in the applicable catalog in which they first declared their major program at the College.

Notes on General Education requirements

Students are advised to check the requirements for their specific programs before taking General Education courses.

Courses chosen to meet the general education requirements may not be used to meet the technical requirements of a student's specific degree program.

The list contains courses with pre-requisites, so students should make their choices carefully and thoughtfully. Students may consult a counselor or an academic advisor for guidance in choosing any of the course options listed.

IMPORTANT NOTE: Some programs require different levels of coursework to meet General Education requirements, please review the individual programs for more information.

General Education Requirements**English Composition (3 Credits)**

Course #	Course Name	Credits
EN 110	Freshman Composition	3
EN 111	Writing for Research	

Mathematics (3-4 Credits)

Course #	Course Name	Credits
MA 110A	Finite Mathematics	3
MA 161A	College Algebra & Trigonometry I	4
MA 161B	College Algebra & Trigonometry II	4

Natural & Physical Sciences (4-6 Credits)

Course #	Course Name	Credits
SI 101/101L	Introduction to Chemistry (3) & Introduction to Chemistry Laboratory (1)	4
SI 103/103L	Introduction to Marine Biology (3) & Introduction to Marine Biology Laboratory (1)	4
SI 105/105L	Introduction to Physical Geology (3) & Introduction to Physical Geology Laboratory (1)	4
SI 110/110L	Environmental Biology (3) & Environmental Biology Laboratory (1)	4
SI 130A/B	Anatomy & Physiology I (3) Anatomy & Physiology II (3)	6
SI 141	Applied Physics I	4

Social & Behavioral Sciences (3 Credits)

Course #	Course Name	Credits
SO 130	Introduction to Sociology	3
PY 120	General Psychology	
PY 125	Interpersonal Relations	
PY 100	Personal Adjustment	
HI 121	History of World Civilization I	

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HI 122 History of World Civilization II

Computer Literacy (3 Credits)

Course #	Course Name	Credits
CS 151	Windows Applications	3
CS 152	Macintosh Applications	

Humanities and Fine Arts (3-4 Credits)

Course #	Course Name	Credits
ASL 100	American Sign Language I	4
ASL 110	American Sign Language II	4
CH 110	Chamorro I	4
CH 111	Chamorro II	4
JA 110	Beginning Japanese I	4
JA 111	Beginning Japanese II	4
EN125	Introduction to Human Communication and Speech	3
EN 210	Introduction to Literature	3
HU 120	Pacific Cultures	3
HU 220	Guam Cultures & Legends	3
PI 101	Introduction to Philosophy	3
VC 101	Introduction to Visual Communications	3
TH 101	Introduction to the Theater	3
Minimum General Education Requirements		19

[SUGGESTED SEQUENCE OF COURSES](#)

Associate of Science in Office Technology

Year 1					
Course	Semester 1 Course Name	Credits	Course	Semester 2 Course Name	Credits
EN___	English Composition Requirement	3	CS___	Computer Literacy Requirement	3
MA___	Mathematics Requirement	3-4	PY125	Interpersonal Relations	3

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OA101	Keyboarding and Document Processing	3	OA130	Information Processing	3
OA109	Business Math Using Excel	3		Elective	3
	Elective	3		Elective	3
	Total	15-16		Total	15
Year 2					
	Semester 3			Semester 4	
Course	Course Name	Credits	Course	Course Name	Credits
OA211	Business Communication	3		Humanities & Fine Arts Requirement	3-4
OA103	Filing Systems	3	SM108	Introduction to Business	3
	Natural & Physical Sciences Requirement	4	OA230	Advanced Information Processing	3
OA210	Database Management Systems	3	SM208	Personnel Supervision	3
OA220	Spreadsheet Systems	3	OA250	Office Procedures	3
	Total	16		Total	15-16
	Year 1 Total	30-31		Year 2 Total	31-32
				Program Total	61-63

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[Student Learning Outcomes](#)

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.

Check out some of these amazing Associate of Science in Office Technology courses...

OA230 Advanced Information Processing

This course provides the student with a review of basic word processing concepts and skills and introduces advanced word processing functions to prepare documents that integrate files from various application programs (word processing, spreadsheets, database, and presentation graphics), the Internet, and other emerging technologies.

[+ More Info](#) [1]

OA211 Business Communication

Students learn the basics of business communication and are provided practice in applying them using many real-

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world writing forms of communication, to include composing letters, memorandums, emails, reports, proposals, employment communications, and oral presentations. This course teaches students how and when to be concise, in addition to communicating effectively. It prepares students for the job-interview process, writing resumes and application letters, and exposes them to business communication in social media.

[+ More Info](#) [2]

OA250 Office Procedures

This is a finishing course for students in the Office Technology Program. It prepares students for work in today's modern office. Topics include: the work environment, workplace technologies, written communication, records, and presentations, customer and employee satisfaction, mail, travel, meetings and conferences, and career.

[+ More Info](#) [3]

You may also be interested in these related Programs...



[4]

[Associate of Science in Visual Communications](#) [4]

The Associate of Science in Visual Communications focuses on the creative elements in the world of technology. Three major areas are addressed in this program: print, video and interactive media. Although the areas of study are different in delivery, they incorporate skills that are common to all. The curriculum is geared towards training students to enter the professional industry.

[+ More Info](#) [4]

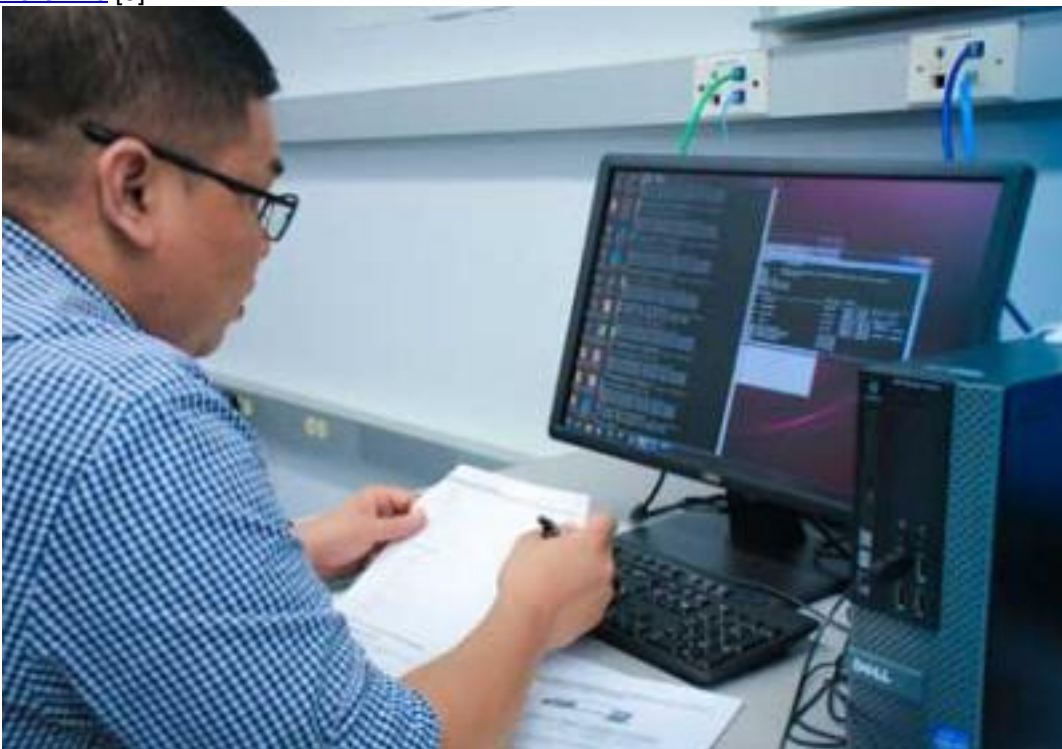


[5]

[Associate of Science in Supervision & Management](#) [5]

The Supervision and Management program prepares students for entry-level positions and employment in the field of supervision and management. The program is designed for students who want to learn, update and augment existing knowledge and skills and/or acquire cutting-edge technical and managerial skills; it is also designed for current and future leaders, supervisors, and managers who desire the latest skills to be effective and productive in their respective fields.

[+ More Info](#) [5]



[6]

[Associate of Science in Computer Science](#) [6]

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The Associate of Science in Computer Science will provide opportunities for students to work as system analysts who design computer systems for processing information, programmers who write instructions and translate them into a machine readable language, computer operators who monitor and control computer systems and retrieve results, and data entry personnel who enter information and instructions into the computer.

[+ More Info](#) [6]