DEGREE

Associate of Science in Office Technology

Total Credit Hours: 61-63

About Associate of Science in Office Technology

This program provides training in skills used within the business office such as business correspondences, Microsoft Office applications, office procedures, basic accounting, customer service, and business communications. Upon completion, students will be trained to perform as a future office manager. Related job titles include executive administrative assistant, clerk, customer service support, and executive secretary.

Interested in this Degree?
Please contact us and we'd be happy to assist!

Office Technology Faculty

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 REQUIREMENTS FOR DEGREE

General Education Requirements

Course	Course Name	Credits
EN___	English Requirement	3
MA___	Mathematics Requirement	3-4
CS151	Windows Applications	3
	Humanities & Fine Arts Requirement	3-4
	Natural & 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
AC211	Accounting Principles I	4
CS110	Introduction to the Internet	3
MK125	Social Media Marketing	3
OA240	Machine Transcription	3
OA292	Office Technology Practicum	3
Program Total		**61-63**

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[GENERAL REQUIREMENTS FOR ASSOCIATE DEGREE](#)

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 Major 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

Scope 1: Skills for and Application of Lifelong Learning

Freshman Composition (Choose one course from the following to meet the required 3-4 credits)

Course #	Course Name	Credits
EN 110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
EN 111	Writing for Research	3

Mathematics (Choose one course from the following to meet the required 3-4 credits)*

Course #	Course Name	Credits
MA 110A	Finite Mathematics	3
MA 115	Fundamentals of College Algebra	3
MA 161A	College Algebra & Trigonometry I	3

*Any college level math will be considered for the completion of this category

Literacy for Life Skills (Choose one course from the following to meet the required 3 credits)

Course #	Course Name	Credits
CO 110	Critical Thinking for Civic Engagement	3
CS 151	Windows Applications	
CS 152	Macintosh Applications	

Scope 2: Broad Comprehension of the Development of Knowledge, Practice and Interpretation

Humanities & Fine Arts (Choose one course from the following to meet the required 3-4 credits)*

Course #	Course Name	Credits
ASL 100	American Sign Language I	4
CH 110	Chamorro I	4
ED 265	Culture & Education in Guam	3
CO 125	Introduction to Human Communication and Speech	3
EN 210	Introduction to Literature	3
HI 121	World Civilization (Pre-historic Time to 1500)	3
HI 122	World Civilization (1500 to Present Time)	3
HI 176	Guam History	3
HM 110	Introduction to Community Services	3
HM 201	Social Welfare & Development:	3

	Global Challenges	
HU 120	Pacific Cultures	3
HU 220	Guam Cultures & Legends	3
JA 110	Japanese I	4
KE 110	Korean I	4
PI 101	Introduction to Philosophy	3
TH 101	Introduction to the Theater	3
VC 101	Introduction to Visual Communications	3

*Any foreign language, humanities, or fine arts course will be considered for the completion of this category

Natural & Physical Sciences (Choose one course and the corresponding lab from the following to meet the required 4 credits)**

Course #	Course Name	Credits
SI 101/101L	Introduction to Chemistry: Theory (3) & Introduction to Chemistry Laboratory (1)	4
SI 103/103L	Introduction to Marine Biology: Theory (3) & Introduction to Marine Biology Laboratory (1)	
SI 105/105L	Introduction to Physical Geology (3) & Introduction to Physical Geology Laboratory (1)	
SI 110/110L	Environmental Biology: Theory (3) & Environmental Biology Laboratory (1)	
SI 141	Applied Physics I	
SI 150/150L	Introduction to Microbiology: Theory (3) & Introduction to Microbiology Laboratory (1)	
SI131/131L	Human Anatomy & Physiology I: Theory (3) & Human Anatomy & Physiology I Laboratory (1)	
SI132/132L	Human Anatomy & Physiology II: Theory(3) & Human Anatomy & Physiology II Laboratory (1)	

**The exception to this would be SI141 which does not include a laboratory requirement

Scope 3: Preparation for and Acceptance of Responsible Participation in Civil Society

Social & Behavioral Sciences (Choose one course from the following to meet the required 3 credits)

Course #	Course Name	Credits
EC 110	Principles of Economics	3
PS140	American Government	3
PY 100	Personal Adjustment	3
PY 120	General Psychology	3
PY 125	Interpersonal Relations	3
SO 130	Introduction to Sociology	3
CJ 100	Introduction to Criminal Justice	3
WG 101	Introduction to Women and Gender Studies	3

*Any social and behavioral science course will be considered for the completion of this category

Minimum General Education Requirements   19

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[SUGGESTED SEQUENCE OF COURSES](#)

This suggested sequence of courses is based on the 2024-2025 College Catalog. | **Year 1**

Semester 1			Semester 2		
Course	Course Name	Credits	Course	Course Name	Credits
EN___	English Requirement	3	SM 108	Introduction to Business	3
OA 101	Keyboarding and Document Processing	3		Mathematics Requirement	3
OA 103	Filing Systems	3	OA 230	Advanced Information Processing	3
OA 109	Business Math Using Excel	3	CS 151	Windows Application	3
OA 130	Information Processing	3		Elective	3
Total		15-16	Total		15

Year 2

Semester 3			Semester 4		
Course	Course Name	Credits	Course	Course Name	Credits

OA 210	Database Management Systems	3	OA 220	Spreadsheet Systems	3
SM 208	Personnel Supervision	3	OA 211	Business Communications	3
	Humanities & Fine Arts Requirement	3-4	OA 250	Office Procedures	3
PY 125	Interpersonal Relations	3		Natural and Physical Sciences Requirement	4
	Elective	3		Elective	3
Total		**16**	**Total**		**15-16**
Program Total					**61-63**

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

1. Perform office management procedures.

2. Format, produce, and manage business documents such as memos, letters, databases, spreadsheets, financial documents, presentations, and reports.
3. Demonstrate effective written and oral business communication skills.

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-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]**

The Associate of Science in Computer Science program will provide opportunities for students to work as programmers who write instructions and translate them into a machine-readable language, as system analysts who design computer systems for processing information, computer operators who monitor and control computer systems and retrieve results, data entry personnel who enter information and instructions into the computers, etc. The Associate of Science in Computer Science UOG Track will provide the foundational knowledge and hands-on skills to prepare students to further their education at the University of Guam with a goal of earning a Bachelor of Science in Computer Science. Students will learn to design computer systems for processing information; work as 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]