

## Office & Computer Technology

The development and use of computers in the office has created a need for individuals who are proficient in areas beyond the traditional office skills. Today's office requires individuals who are able to take full advantage of the technology available in order to get the job done quickly and accurately.

The degree in Office & Computer Technology is designed to prepare individuals for the challenges of today's office. Students will obtain the skills and technical knowledge necessary to enter the job market in a variety of office administration positions.

Two certificates - Administrative Assistant and Medical Administrative Assistant - prepare students for assisting an executive or professional in decision making, conducting research, meeting and working with the public, and managing the office. The certificates could also feed into the associate degree, if desired.

The Accounting Office Support certificate prepares individuals for careers in the accounting field. This certificate will also feed into the Administrative Assistant certificate if the student desires to increase his or her knowledge in these areas.

The Applications Software Specialist certificate concentrates on computer software used in the office. The student will have a strong working foundation of several software packages currently used in industry today. Software integration will be emphasized. This certificate provides an excellent opportunity for an employee with strong organizational skills who wants to specialize in computer software.

## Office and Computer Technology

### *Associate of Applied Science Degree*

<b>FRESHMAN YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
ENGL 1301	3	ACNT 1304	3
POFT 1301	3	POFT 2312	3
ACNT 1303	3	POFI 1301	3
Social and Behavioral Science Core	3	POFI 2301	3
		POFT 2303 or ARTC 1325	3
	12		15

<b>SOPHOMORE YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
Math/Life and Physical Science Core	3	POFT 2331	3
SPCH 1311 or 1321	3	ACNT 1313	3
Lang, Phil, Culture/Creative Arts Core	3	ITSW 1307	3
ITSW 1304	3	POFT 1313 (Capstone)	3
ITSC 2321	3	Elective	3
Elective	3		
	18		15

Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.