

ADMINISTRATIVE OFFICE TECHNOLOGY

Program Description

The Administrative Office Technology program provides contemporary training required in today's business office in computer applications, word processing, accounting, administrative support procedures, and communication.

Curriculum

Administrative Office Technology students receive computer training in utilization of Windows, database management, spreadsheet applications, desktop publishing, and word processing. English and communication courses developed specifically for business are integral parts of the program. Students have the opportunity to enhance and refine their skills in the Tech Vocabulary Development and the Tech Administrative Support Procedures courses. Field trips to technologically efficient offices, up-to-date videotapes, current business publications and training in obtaining employment give the student the self-confidence needed to make successful applications for appropriate jobs.

The program length for a full-time student is two (2) semesters and one (1) summer term. The program costs are approximately \$2,743.00 for tuition and fees and approximately \$1,400.00 for books and supplies.

GRADUATION REQUIREMENTS (Suggested Schedule)

	Fall Semester	Credit Hours
BUS 1123	Tech Accounting	3
BUS 1203	Tech Keyboarding	3
BUS 2143	Tech Business Mathematics	3
BUS 2003	Tech Business English	3
BUS 1303	Tech Computer Applications for Business Applications	3
	Exit: Office Support Certificate of Proficiency	
	Spring Semester	
BUS 1213	Tech Keyboarding Applications	3
BUS 1563	Tech Administrative Support Procedures	3
BUS 1303	Tech Computer Applications for Business	3
BUS 2013	Tech Business Communications	3
BUS 2143	Tech Business Mathematics	3
BUS 1603	Tech Vocabulary Development	3
	Summer I Term	
BUS 1383	Tech Spreadsheet Applications	3
BUS 2623	Tech Business Practicum	3
	Exit: Administrative Office Technology Technical Certificate	39