

## 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.

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.

### Student Learning Outcomes

Successful completers of this program will be able to:

- demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents, and other materials inherent in office technology using appropriate software.
- demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
- demonstrate the integration of theory, lab, and field content necessary to obtain employment in entry-level business offices.

The program length for a full-time student is two (2) semesters and one (1) summer term. The program costs are approximately \$3,046 for tuition and fees and approximately \$1,679 for books and supplies.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

	<u>Fall Semester</u>	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	3
	<b>Exit: Office Support Certificate of Proficiency</b>	
	<u>Spring Semester</u>	
BUS 1213	Tech Keyboarding Applications	3
BUS 1563	Tech Administrative Support Procedures	3
BUS 1503	Tech Word/Information Processing	3
BUS 2013	Tech Business Communications	3
BUS 2153	Tech Computerized Accounting	3
BUS 1603	Tech Vocabulary Development	3
	<u>Summer I Term</u>	
BUS 2163	Tech Spreadsheet Applications	3
BUS 2623	Tech Business Practicum	3
	<b>Exit: Administrative Office Technology Technical Certificate</b>	<b>39</b>