

DIVISION OF BUSINESS - OFFICE TECHNOLOGY AND ADMINISTRATION

Effective Spring 2017 semester, Office Technology and Administration certificate program will be offered as presented below.

OFFICE TECHNOLOGY AND ADMINISTRATION

Certificate

HEGIS 5004

2 semesters/30 credits

In today's business world, technology is indispensable to the operation of every modern business enterprise. Office technology personnel prepare and analyze documents for individuals, corporations, state and federal government agencies, not-for-profit companies, and other organizations. Managers rely on this information to make reasoned decisions.

The certificate program in office technology and administration solidifies the student to transition into the degree program that is similarly configured. The augmenting coursework in the office-administration track provides foundation courses for transfer into other business-related concentrations, such as accounting, management of information systems.

The certificate program in Office Technology and Administration requires the successful completion of 30 semester credit hours for graduation as shown in the column on this page and the following page.

Students can pursue a degree in AAS in Business Administration after completion of the Certificate program.

PROGRAM GOALS

Upon successful completion of the program, a graduate should be able to demonstrate the following knowledge, skills and achievements:

- Employ industry-standard accounting software packages to prepare accurate financial statements, report key data, and prepare both individual and business tax documents; use interpretive and analytic skills to identify problems, create reports, with respect to commonly used basic financial statements;
- Utilize active listening skills to accurately condense and record verbal information and instructions;

- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files;
- Select, apply, and adapt computer software tools (word processing, spreadsheet, database, and presentation) to business related tasks;
- Evaluate ethical, social, civic, and cultural issues in the context of business and accounting practice; transfer to an ASA Associate Degree program in Business Administration (AAS Degree Program) with some preparation.

COURSE CODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
ENG105	English Composition I	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
REQUIRED COURSES IN MAJOR		
ACC101	Principles of Accounting I	3
ACC151	Principles of Accounting II	3
ACC165	Spreadsheet Modeling for Business Decisions	3
ACC210	Taxation	3
ACC250	Computerized Accounting with Application Package	3
BUS110	Introduction to Business	3
BUS175	Business Law	3
CIS100	Computer Concepts and Applications	3