

Office Automation Specialist Associate in Applied Science



**Business, Management, Marketing &
Technology Career Pathway**

This program is for students desiring to obtain an associate degree after obtaining a certificate in the Microsoft Office User Specialist program or who would like to graduate with training that provides a high degree of competency for career entry and/or advancement in the automated business world. Students will be able to develop a mastery of Microsoft Office applications and receive certification from the Microsoft Corporation upon passing the "Expert" and/or "Core" levels of certification. In addition, students will be able to create flyers, reports, spreadsheets with charts, databases, create electronic presentations, and have general office skills. Students completing this program could be hired for above entry-level positions such as administrative assistant or office manager.

Minimum credits:	63
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra	3
• or higher level mathematics course	

SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
CEM 121 Chemistry of Life	4
CEM 131 General Chemistry	4
CEM 141 General Inorganic Chemistry	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics	3
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HUMANITIES — (3 credits)

Choose one of the following:

ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3

ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 131 Understanding Music	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2
HPF 278 Stress Management for Parents	2

RELATED REQUIREMENTS — (19 Credits)

ACC 211 General Accounting	4
• or ACC 216 Financial Accounting Concepts	4
• or ACC 231 Principles of Accounting I	4
BUS 131 Intro to Business	3
BUS 150 Leadership	3
• or BUS 155 Human Relations in Business	3
ENG 232 Technical & Business Writing	3
ITE 101 Information Technology Education	3
ITE 171 Desktop Publishing	3

OFFICE AUTOMATION CORE REQUIREMENTS — CHOOSE OPTION 1 OR OPTION 2:

OPTION 1 — (27 credits)

ACC 130 QuickBooks Pro	2
BUS 239 Project Management	3
ITE 042 MS FrontPage Workshop	1
ITE 043 Microsoft Outlook Workshop	1
ITE 083 Windows Workshop	1
ITE 113 MS Office Pro Integration	3
ITE 114 Advanced MS Office	3
ITE 129 Office Administrative Systems	4
ITE 245 Internship	1-6
SEC 132 Intermediate Keyboard/Typing	3

ELECTIVES

Select from ITE classes to meet 63 credit degree requirement.

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Associate in Applied Science *(cont'd.)*



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OPTION 2 – (27 credits)

ACC 130 QuickBooks Pro	2
BUS 239 Project Management	3
ITE 042 MS FrontPage Workshop	1
ITE 043 Microsoft Outlook Workshop	1
ITE 083 Windows Workshop	1
ITE 092 Microsoft PowerPoint Workshop	1
ITE 127 Microsoft Access Comprehensive	3
ITE 129 Office Administrative Systems	4
ITE 130 Microsoft Excel	3
ITE 186 Microsoft Word	3
ITE 245 Internship	1-6
SEC 132 Intermediate Keyboard/Typing	3

ELECTIVES

ITE 044 MS Office Integration	1
ITE 050 Internet	1
ITE 067 Microsoft-DOS Workshop	1
ITE 117 Computer Programming: BASIC	3
ITE 128 Multimedia Applications	3
ITE 134 Visual BASIC	3
ITE 221 Netware Administration	3