

# Computer Technologie

## Associate of Applied Science

### Mission Statement

The Computer Technologies Department is committed to student success. We address the disparate and constantly changing needs of students throughout the GBC service area who are preparing for technology-driven careers by improving our methods, techniques, and content to deliver high-quality educational experiences.

Certificate of Achievement One Year	Emphases in the Computer Technologies Associate Degrees Two Years	Bachelor Degrees Four Years
	AAS-CT - Computer Programming AAS-CT - Network Specialist	BAS - Digital Information Technology or BAS - Management and Supervision Emphasis
Office Technology	AAS-CT - Office Technology	
Graphic Communications	AAS-CT - Graphic Communications	

# Computer Technologies

## Certificate of Achievement – Office Technology

### Professional Skills and Career Paths

Receptionist, Data Entry, Clerical Assistant, Administrative Assistant, Front Office Clerk, and Word Processor.

### Student Learning Outcomes

Graduates of this certificate will have the knowledge and skills to:

- Manage business information using appropriate software to prepare documents.
- Use effective business communication skills.
- Utilize appropriate computer technology and software (word processor and databases).
- Identify ethical issues in business situations.

General Education Requirements	Credits
English/Communications.....	3
ENG 100 or 101	
Computation.....	3
MATH 120, 126 or higher (which includes STAT 152)	
Human Relations (Choose one of the following) .....	3
BUS 110, HMS 200, MGT 283, or PSY 208	

Program Requirements	Credits
ACC 201 Financial Accounting.....	3
COT 151 Introduction to Microsoft Word.....	3
COT 204 Using Windows.....	3
CIT 202 Excel Certification Preparation.....	3
COT 240 Executive Office Procedures .....	3
IS 101 Introduction to Information Systems....	3
IS 201 Computer Applications .....	3

**SUGGESTED COURSE SEQUENCE**  
Certificate of Achievement—  
Computer Technologies  
Office Technology

FALL—1st Semester	Credits
COT 151	3
ENG 100 or 101	3
IS 101	3
IS 201	3
MATH 120, 126, or higher	3
<b>TOTAL</b>	<b>15</b>

  

SPRING—2nd Semester	Credits
ACC 201	3
CIT 202	3
COT 204	3
COT 240	3
HUMAN RELATIONS*	3
<b>TOTAL</b>	<b>15</b>

**Minimum Credits: 30**  
\*Select from page 85.

After the Certificate of Achievement in Office Technology, the next step could be the AAS in Office Technology