

BUSINESS OFFICE TECHNOLOGY CERTIFICATE

Administrative support jobs can open the door to the business world. Students in MacCormac's Business Office Technology Certificate Program, blend understanding of technology with communication, writing, language, organizational and time-management skills. The certificate encompasses accounting, business, management, composition, computer and office systems, social science and law courses to support and manage any office operation. The preparation is high tech, utilizing the latest in computer software that includes Web Design /HTML, Excel, Access and PowerPoint.

Business Office Technology Learning Outcomes

Business Office Technology Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Use specialized knowledge of technology in all real time business applications

Business Office Technology Certificate (30 credit hours):

		Cr. Hrs.
BUS1200	Introduction to Business	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
CIS1180	Web Design/HTML	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
OT1710	Office Procedures	3
OT1720	Office Simulation	3
OT1810	Document Formatting	3
Total Credits		30

BUSINESS OFFICE TECHNOLOGY MAJOR
Leading to an
Associate of Science Degree

Administrative support jobs can open the door to the business world. Students in MacCormac's Associate of Science Degree Program blend understanding of technology with communication, writing, language, organizational and time management skills. The degree encompasses accounting, business, management, composition, computer and office systems, social science and law courses to support and manage any office operation. The preparation is high tech, utilizing the latest in computer software that includes Web Design/HTML, Excel, Access and PowerPoint.

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		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
ACCT2050	Income Taxation	3
BUS1200	Introduction to Business	3
BUS2550	Principles of Management	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
CIS1180	Web Design/HTML	3
ECON2210	Macroeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW1600	Business Law	3
OT1720	Office Simulation	3
OT1810	Document Formatting	3
OT2710	Legal Transcription	3
PHIL 2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	3
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	3
	OR	
EAR1010	Introduction to Earth Science	4
Total Credits for Business Office Technology Degree		61