

Computer Technologies

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 <i>One Year</i>	Emphases in the Computer Technologies Associate Degrees <i>Two Years</i>	Bachelor Degrees <i>Four Years</i>
	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 AA Pattern of Study - Graphic Communications AAS-CT - Web Development	BAS - Graphic Communications or BAS - Digital Information Technology or BAS-Management and Supervision Emphasis
	AS - Land Surveying	BAS - Land Surveying/Geomatics
Medical Coding and Billing	<i>The non-MCOD classes taken for the Medical Coding and Billing Certificate apply toward an Associate Degree</i>	

Computer Technologies

Associate of Applied Science — Computer Technologies Office Technology Emphasis

Professional Skills and Career Paths

Executive Assistant, Office Support Manager and Accounting Assistant

Student Learning Outcomes

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

- Support management in office administration.
- Prepare business documents.
- Manage records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.
- Execute the duties of an office administrator.
- Demonstrate effective use of Microsoft Office Products.

General Education Requirements	Credits
English/Communications.....	6
ENG 100 or 101, and ENG 102	
Mathematics	3
MATH 120, 126 or higher (includes STAT 152)	
Science	3
Social Science—PSC 101	3
Human Relations	3
Humanities or Fine Arts	3
Technology—IS 101 (required).....	3

Program Core Requirements	Credits
CIT 151 Beginning Web Development	3
COT 204 Using Windows.....	3
IS 201 Computer Applications	3

Program Emphasis Requirements	Credits
ACC 201 Financial Accounting.....	3
CIT 201 Word Certification Preparation	3
CIT 202 Excel Certification Preparation.....	3
CIT 203 Access Certification Preparation, or	
ECON 102 Principles of Microeconomics, or	
ECON 103 Principles of Macroeconomics.....	3
COT 151 Introduction to Microsoft Word.....	3
COT 240 Executive Office Procedures	3
GRC 103 Introduction to Computer Graphics.....	3
GRC 183 Design with Photoshop.....	3
MGT 201 Principles of Management.....	3

SUGGESTED COURSE SEQUENCE AAS—Computer Technologies Office Technology Emphasis

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

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

FALL—3rd Semester	Credits
CIT 151	3
CIT 201	3
CIT 203 or ECON 102 or ECON 103	3
GRC 103	3
HUMANITIES/FINE ARTS*	3
TOTAL	15

SPRING—4th Semester	Credits
ENG 102	3
GRC 183	3
MGT 201	3
PSC 101	3
SCIENCE*	3
TOTAL	15

Minimum Credits: 60

***Select from page 81.**

After the AAS in Office Technology, the next step could be the Bachelor of Applied Science in Digital Information Technology Emphasis or the Bachelor in Management and Supervision. See page 105.

NOTE: MATH 126 recommended for students pursuing the Bachelor program.