

COMPUTER AND BUSINESS TECHNOLOGY

254300 Application Software Option
(Requirements effective Fall Semester 2009)

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software

2540:290 ST: Keyboarding for Skill Development

C E R FIRST YEARFall Semester

			<u>Credit Hours</u>	<u>Prerequisites</u>		
—	—	—	2420:170	Applied Mathematics for Business (see note B.)	3	Placement by adviser
—	—	—	2440:145	Operating Systems	3	Placement by adviser
—	—	—	2540:119	Business English	3	Placement by adviser
—	—	—	2540:121	Introduction to Office Procedures	3	Placement by adviser
—	—	—	2540:123	Microsoft Outlook	2	Placement by adviser
—	—	—	2540:143	Microsoft Word, Beginning	<u>2</u>	Placement by adviser
					16	

Spring Semester

—	—	—	2040:240	Human Relations (see note A.)	3	
—	—	—	2440:125	Spreadsheet Software	2	Placement by adviser
—	—	—	2540:144	Microsoft Word, Advanced	2	2540:143 or placement
—	—	—	2600:270	Introduction to Network Technologies	3	2440:145
—	—	—	3300:111	English Composition I (see note A.)	4	Placement by adviser
—	—	—	3600:120	Introduction to Ethics (see note A.)	<u>3</u>	
					17	

SECOND YEARFall Semester

—	—	—	2040:256	Diversity in American Society (see note A.)	2	3300:111; 32 credits (preferred)
—	—	—	2420:211	Basic Accounting I	3	
				or		
—	—	—	6200:201	Accounting Principles I (see note A.)	3	24 college credits
—	—	—	2440:140	Internet Tools	3	Placement by adviser
—	—	—	2440:245	Introduction to Databases for Micros	3	Placement by adviser
—	—	—	2540:136	Speech Recognition Technology	2	Placement by adviser
—	—	—	2540:253	Advanced Word Processing	<u>3</u>	2540:144
					16	

Spring Semester

—	—	—	2440:141	Website Administration	3	Placement by adviser
—	—	—	2540:138	Project Management	2	Placement by adviser
—	—	—	2540:243	Internship	3	Permission
—	—	—	2540:263	Professional Communication and Presentations (see note A.)	3	3300:111 or permission
—	—	—	2540:273	Microsoft PowerPoint	2	2540:140 or 143 or permission
—	—	—	2540:289	Career Development for Business Professionals	<u>3</u>	
					16	

TOTAL CREDITS - 65**C = Completed E = Exempt R = Required**

COMPUTER AND BUSINESS TECHNOLOGY

Application Software Option

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Application Software option is a technology intensive program designed to create “power computer users” and computer software application specialists. Graduates will be highly skilled in a variety of application software packages; will be knowledgeable of computer hardware; and will have the ability to provide training and orientation of staff, conduct research on the Internet, hire and supervise staff, prepare written communications such as technical manuals and reports, and operate and troubleshoot new office technologies. Potential occupations include: Computer Applications Specialist, Information Systems Specialist, Administrative Support, Software Trainer, Project Coordinator, Customer Service Specialist, Information Technology Assistant, Virtual Assistant, and Legal Administrative Support.

Notes:

- A. These courses fulfill General Education core curriculum requirements or serve as prerequisites for advancement to a Bachelor’s degree. Additional options may be available. Associate degree technical courses may also be transferable to Bachelor’s degrees in business education, technical education, communication, etc. See an academic adviser for details.
- B. For students considering pursuance of a Bachelor’s degree, or transfer to another college/university after graduation, other mathematics course alternatives are available. See an academic adviser for details.
- C. If you are pursuing an associate degree and have completed twelve or more semester credits, we suggest that you schedule an appointment with an academic adviser to transfer into Summit College and to produce a student degree agreement (contract). The degree agreement is a formal statement of the courses that you must complete to satisfy your degree requirements.
- D. Attendance at both day and evening classes may be required for completion of this degree program.
- E. Please note that if you do not follow the recommended sequence, courses may not be offered when you need them or offered at conflicting times.