

**OFFICE TECHNOLOGY**  
254300 Application Software Option  
 (Requirements effective Fall Semester 2007)

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 YEAR**

Fall Semester

<u>C</u> <u>E</u> <u>R</u>		<u>Credit Hours</u>	<u>Prerequisites</u>
___ ___ ___	2030:151 Technical Mathematics I -AND-	2	Placement by adviser
___ ___ ___	2030:152 Technical Mathematics II	2	2030:151 or placement
	<b>or</b>		
___ ___ ___	3470:250 Statistics for Everyday Life (see note A.)	4	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
		17	

Spring Semester

___ ___ ___	2040:240 Human Relations (see note A.)	3	
	<b>or</b>		
___ ___ ___	3750:100 Introduction to Psychology (see note A.)	3	
___ ___ ___	2440:125 Spreadsheet Software	2	Placement by adviser
___ ___ ___	2540:144 Microsoft Word, Advanced	2	2540:143 or placement
___ ___ ___	2540:263 Professional Communication and Presentations	3	3300:111 or permission
	<b>or</b>		
___ ___ ___	7600:106 Effective Oral Communication (see note A.)	3	
___ ___ ___	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 YEAR**

Fall Semester

___ ___ ___	2020:222 Technical Report Writing	3	3300:111
___ ___ ___	2040:256 Diversity in American Society (see note A.)	2	3300:111; 32 credits (preferred)
___ ___ ___	2420:211 Basic Accounting I	3	
	<b>or</b>		
___ ___ ___	6200:201 Accounting Principles I (see note A.)	3	24 college credits
___ ___ ___	2440:245 Introduction to Databases for Micros	3	Placement by adviser
___ ___ ___	2540:136 Speech Recognition Technology	2	Placement by adviser
___ ___ ___	Physical Education/Wellness (see note A.)	1	
___ ___ ___	Technical Electives	<u>3</u>	
		17	

Spring Semester

___ ___ ___	2540:138 Project Management	2	Placement by adviser
___ ___ ___	2540:243 Internship	3	Permission
___ ___ ___	2540:273 Microsoft PowerPoint	2	2540:140 or 143 or permission
___ ___ ___	2540:289 Career Development for Business Professionals	3	
___ ___ ___	2600:270 Introduction to Network Technologies	3	2440:145
___ ___ ___	Technical Electives	<u>3</u>	
		16	

**TOTAL CREDITS - 67**

**C = Completed E = Exempt R = Required**

## OFFICE 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. 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.
- C. Attendance at both day and evening classes may be required for completion of this degree program.
- D. 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.

#### Technical electives:

2420:280	Essentials of Business Law	3	
2540:253	Advanced Word Processing	3	2540:144
2540:255	Legal Office Procedures I	3	2540:144
2540:281	Editing/Proofreading/Transcription	3	2540:119; 2540:144
2440:140	Internet Tools	3	Placement by adviser
2440:141	Website Administration	3	Placement by adviser