

OFFICE TECHNOLOGIES

Scottsbluff/Sidney/Alliance

Programs and Awards:

DI.5204E - Information Processing Specialist (50 Credits)

The Office Technologies Program prepares the student for an entry-level office technology position.

Objectives

- Provide the student with a foundation for working and living as a productive citizen in today's society.
- Provide the student with fundamental competencies in technology, communication, computations, and comprehension.
- Allow the student to acquire, develop, and apply both academic knowledge and practical skills.
- Allow the student to develop problem-solving skills, apply higher-order thinking skills, utilize creative application skills, and model ethical behavior.
- Provide the student with an opportunity to participate in an internship that integrates theoretical concepts with practical experience.

Notes

- Recommended electives: BSAD-2400, BSAD-2500, BSAD-2550, OFFT-1070, OFFT-1210, or any courses listed in the curriculum sequence.
- Students following the diploma and certificate options must demonstrate competency in writing and mathematics by assessment (COMPASS/ASSET) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or OFFT-1500 **and** ACFS-0050W). This is in addition to the required curricula for the diploma and certificate options.
- Students may enroll in Office Internship after completing 36 or more credits of the Office Technology program with a 3.0 or higher GPA. All Internships must

be pre-approved by the Internship Instructor.

Information Processing Specialist - Diploma

Required General Education - 9 credits

| | | |
|-----------|---------------------------------------|------------------|
| ENGL-1490 | College Composition | |
| or | | |
| ENGL-1500 | English Composition 1 | 3 |
| INFO-1220 | Intro to Information Technology | 3 |
| OFFT-1500 | Business Mathematics | 3 |
| | | 9 Credits |

Required Office Technologies Courses - 12 Credits

| | | |
|--------------|-----------------------------------|-------------------|
| ACCT-1200 | Principles of Accounting 1 | |
| or | | |
| OFFT-0210 | Practical Accounting 1 | 3 |
| INFO-1100 | Microcomputer Applications | 3 |
| INFO-1020 | Word Processing | 3 |
| OFFT-1130... | Business Machines | 3 |
| or | | |
| OFFT-XXXX | Numeric Keypad | 1 |
| and | | |
| INFO-1050 | Operating Systems (Windows) | 2 |
| | | 12 Credits |

Plus 23 credits of required courses:

| | | |
|-----------|---|-------------------|
| ACCT-1250 | Principles of Accounting 2 | |
| or | | |
| OFFT-0220 | Practical Accounting 2 | 3 |
| ACCT-1300 | Integrated Accounting Systems | 3 |
| BSAD-1050 | Introduction to Business Administration | 3 |
| INFO-1030 | Spreadsheets and Applications | 3 |
| INFO-2000 | MS Office Integration | 3 |
| INFO-1040 | Database Concepts & Design | 3 |
| INFO-2010 | Advanced Word Processing | 3 |
| INFO-1010 | Presentation Media | 1 |
| INFO-XXXX | Outlook | 1 |
| | | 23 Credits |

Plus 6 credits from the following:

| | | |
|-----------|---|------------------|
| MNGT-2260 | Principles of Management | 3 |
| OFFT-1070 | Office Management | 3 |
| MNGT-1150 | Interaction Management | 3 |
| INFO-2270 | Project Management | 3 |
| OFFT-1210 | Business Communications | 3 |
| INFO-XXXX | Desktop Publishing: Business Applications | 3 |
| ACCT-XXX | Accounting: Computer Applications | 3 |
| INFO-XXXX | Advanced PowerPoint | 1 |
| OFFT-XXXX | Machine Transcription | 1 |
| INFO-1090 | Introduction to the Internet | 1 |
| | | 6 credits |

Total Credits: 50