# Associate of Applied Science in Business—Office Technology

## Semester I
- **ENGL 1311** English Composition I (P1)
- **BUS 1123** Accounting Fundamentals
  *(May substitute ACCT 2310 (P2)*
- **CIS 1403** Microcomputer Applications I
- **BUS 1243** Business Communications (P3)

## Semester II
- **BUS 1513** Introduction to Word Processing/ Microsoft Word (P4)
- **BUS 2393** Spreadsheet Applications/Excel (P5)
- **BUS 2603** Introduction to Business
- **BUS 2513** Administrative Office Procedures (P4)
- **MATH 1301** College Business Math (P6)
  Or MATH 1300 Quantitative Literacy (P7)

## Semester III
- **BUS 2493** Advanced Excel (P8)
- **BUS 2503** Office Management (P3)
- **ENGL 1312** English Composition II (P9)
- **BUS 2413** Advanced Word Processing/ Microsoft Word (P10)
- Approved Elective  (BUS/CIS/ENTR/ECON prefix)

## Semester IV
- **SPCH 1300** Speech Communications (P1)
- Approved Elective  (BUS/CIS/ENTR/ECON prefix)
- Elective  Social Science
  *(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)*
- **BUS 2683** Business Ethics (P11)
- **BUS 2443** MOS Preparation (P12)
- **Total** 60 Credit Hours

Options for a Technical Certificate and Certificate of Proficiency are also available for Office Technology.

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FOR MORE INFORMATION

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OFFICE TECHNOLOGY PROGRAM
PULASKI TECHNICAL COLLEGE

OFFICE TECHNOLOGY AT PULASKI TECHNICAL COLLEGE

The Office Technology Program offers training in areas related to the fast-paced, diverse, and exciting Office Business Environment. Students will gain intensive, hands-on experience using the most widely-used computer applications used in industry, including: the Microsoft Office Suite (Word, Excel, and Powerpoint).

Included in the AAS in Business, Office Technology Program option, is the opportunity to take the Microsoft Office Specialist (MOS) certification exams in Word and Excel without cost to the student. Students in the Office Technology Program can also choose to take the MOS certification exams in PowerPoint and Access without cost.

Achieving Microsoft Office Specialist certification gives our students the marketable skills necessary to set them apart in the competitive job market. A 2011 study by IT industry trade association CompTIA showed that two-thirds of hiring managers in the IT industry placed a high value on software certifications when choosing new hires.

A 2013 study conducted by Microsoft and the International Data Corp. showed that entry-level workers in certain fields with either an MOS or Microsoft Certified Solutions Associate certification earned up to $16,000 more annually than uncertified workers in the same industry.*

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CAREER OPPORTUNITIES
Upon graduation, students are immediately employable as:
Administrative Assistants
Administrative Support Staff
Account Managers
Accounting Clerks
Accounts Payable Clerks
Accounts Receivable Clerks
Bank Tellers Bookkeepers
Business Operations Specialists
Computer Application Specialists
Computer Support Specialists
Customer Service Representatives
Insurance Claims Coordinators
Office Administrators
Office Clerks Payroll Specialists
Real Estate Agents Receptionists
Sales Representatives

With additional training and education, students can obtain employment as the following:
Accountants Database Specialists
Financial Analysts
Financial Managers
Insurance Brokers
Legal Assistants
Market Research Analysts
Marketing Managers
Medical Office Assistants
Operations Analysts
Real Estate Brokers
Stock Brokers

The Business and Information Technology Division is an authorized Certiport Testing Center for student testing and convenience. The MOS certifications are globally recognized, and candidates who possess them are highly sought in various industries. According to the OfficeTeam 2015 Salary Guide, MOS Certified employees can earn 8 percent more than those that do not have a certification. *

*http://www.roberthalf.com/officeteam/blog/5-things-you-should-know-about-microsoft-office-certification