

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS—OFFICE TECHNOLOGY

SEMESTER I

ENGL 1311	English Composition I (P1)
BUS 1123	Accounting Fundamentals <i>[May substitute ACCT 2310 (P2)]</i>
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

Complete all (15 credit hours)

SPCH 1300	Speech Communications (P1)
Approved Elective (BUS/CIS/ENTR/ECON prefix)	
Elective	Social Science <i>(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)</i>

BUS 2683	Business Ethics (P11)
BUS 2443	MOS Preparation (P12)

Total **60 Credit Hours**



PULASKI
Technical College

OFFICE TECHNOLOGY PROGRAM

PULASKI TECHNICAL COLLEGE

FOR MORE INFORMATION

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



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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.***

· Anderson, Cushing and John G. Gantz, *Skills Requirements for Tomorrow's Best Jobs: Helping Educators Provide Students with Skills and Tools They Need.* IDC/Microsoft, October 2013. http://www.microsoft.com/en-us/news/download/presskits/education/docs/IDC_101513.pdf

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>*