



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Business Information Technology Office Technology Associate of Technical Arts Degree and Certificate Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The Office Technology Certificate and ATA Degree programs of basic to advanced courses are designed for students who are either beginning or updating their skills in Office Technology. Entry- and advanced-level skills in general office work and software use are applied in this program of study. Courses also focus on responsibility, initiative, and decision-making skills.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Certificate

The **Office Technology Certificate** is composed of General Education, Program Requirements and Career Management Requirements. Entry- to intermediate-level technology and communications skills are emphasized for employment in general office work at the completion of the Office Technology Certificate. Employment opportunities for graduates include office assistant, administrative assistant, and secretary in a wide variety of industries.

ATA Degree

The **Office Technology ATA Degree** is composed of General Education, Program Requirements, and Career Management Requirements and is designed to meet the growing need for computer and communication skills in the workplace. Students are offered a wide selection of courses from which to obtain the expertise needed in today's business office.

Credit/Grade Requirements The **Office Technology Certificate** requires successful completion of a minimum of 50 credits as outlined. The **Office Technology ATA Degree** requires successful completion of a minimum of 90 credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

General Education/Related Instruction Requirements

Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following general education/related instruction areas: communications, computation/quantitative skills, and human relations/group interaction

Cultural Diversity Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as "CD" on the requirement sheet and/or "Meets Cultural Diversity Requirement" in the quarterly class schedule.

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

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Advisers

The advisers for this program are

Gisela Dicklin	gdicklin@edcc.edu	425-640-1504
Kim Haines	kim.haines@edcc.edu	425-640-1293
Jackie Kulbel	jkulbel@edcc.edu	425-640-1051
Teri Odegard	todegard@edcc.edu	425-640-1634
Kathie Richer	kricher@edcc.edu	425-640-1242

College Resources

Department Website	http://bstec.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

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**Office Technology Certificate – 50 credits
(559C)**

Course	Qtr	Credit	Grade
I. General Education/Related Instruction Requirements (22 credits)			
Communication Skills – 10 credits			
BSTEC 107 Business English	_____	5	_____
BSTEC 110 Business Communications:CD	_____	5	_____
Computation/Quantitative Skills – 4 credits			
BSTEC 120 Ten-Key Applications	_____	4	_____
Group Interaction/Human Relations Skills – 8 credits			
BSTEC 108 Business Presentations	_____	5	_____
MGMT 122 Customer Relations Management	_____	3	_____
II. Program Requirements (21 credits minimum)			
<i>Required Courses</i>			
BSTEC 102/103 Document Processing	_____	1-2	_____
BSTEC 109 Word Processing (Word)	_____	5	_____
BSTEC 130 Computer Fundamentals OR	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
BSTEC 222 Database (Access)	_____	5	_____
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
III. Career Management Requirements * (7 credits)			
BSTEC 294 Career Management **	_____	3	_____
BUS 290 Professional Development Seminar	_____	1	_____
BUS 291 Business Internship	_____	3-12	_____

Explanatory Notes

- * These courses should be taken within the last two quarters of your program
- ** This course should be taken prior to BUS 290/291

Certificate Requirement

Five-minute keyboarding speed/errors (minimum 25)

Student Score _____ Instructor Signature _____ Date _____

**Office Technology ATA Degree
(559T)**

In addition to completing the Office Technology Certificate, students will complete:

Course	Qtr	Credit	Grade
I. Program Requirements (24 credits)			
ACCT 101 Accounting Fundamentals	_____	5	_____
BSTEC 213 Advanced Word Projects	_____	4	_____
BSTEC 225 Advanced Excel Projects	_____	5	_____
BSTEC 245 Advanced Business Communications	_____	5	_____
BSTEC 260 Leadership/Management Skills:CD	_____	5	_____
II. Recommended Electives (to complete 90 credits)			
ACCT 216 PC Accounting Applications	_____	5	_____
BSTEC 102/103 Document Processing	_____	1-2	_____
BSTEC 127 Ten-Key Skill Building	_____	3	_____
BSTEC 161 Legal Terminology	_____	3	_____
BSTEC 200 Keyboard Skill Building	_____	3	_____
BSTEC 209 Desktop Publishing	_____	3	_____
BSTEC 223 Advanced Access	_____	3	_____
BSTEC 226 Internet Applications	_____	2	_____
BSTEC 233 Dental Office Administration	_____	5	_____
ENGL& 101 English Composition I	_____	5	_____
MGMT 270 Project Management I	_____	5	_____

Adviser Signature _____	Date _____	Dean Signature _____	Date _____
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