



BUSINESS, OFFICE, AND TECHNOLOGY DIVISION

AREAS OF STUDY

Accounting Technologies

Accounting Paraprofessional - Associate of Applied Science Degree
Applied Accounting Clerk - Technical Certificate

Business Technologies

Marketing and Management - Associate of Applied Science Degree
Advanced Technical Certificate
Business Technology - Technical Certificate

Computer Networking Technologies

Microsoft Computer Networking Technologies - Associate of Applied Science Degree - Postsecondary Technical Certificate

Legal Technologies

Legal Assistant - Associate of Applied Science Degree - Technical Certificate

Office Technologies

Office Professional - Associate of Applied Science Degree
Office Specialist - Technical Certificate

Web Development Technologies

Web Development Specialist - Associate of Applied Science Degree

Faculty

Timothy Reese , Division Manager
Gina Armer
Mel Coffin
Joshua Duersch
Christian Godfrey
Traci Harbert
Leslie Jernberg
Lorin McArthur
Spence Miller
Mel Stone

The Business, Office, and Technology Division is a combination of all business, secretarial, accounting, computer, web development, and legal programs. The Division offers certificate and degree programs and coordinates many part-time, short-term, and for-credit class offerings outside the traditional college schedule. The Division also offers and coordinates workshops and seminars for business, industry, and entrepreneurs.

ACCOUNTING TECHNOLOGIES

Program Options

Associate of Applied Science Degree
Technical Certificate

The Accounting Technologies program is designed to meet the needs of students as they prepare to enter the business world. Students may enter the program in August or January.

The Accounting Paraprofessional option is designed for students whose goal is to become an accounting paraprofessional. Students should have the accounting, computer, communication, and human relations skills to go to work directly upon completion of this program. Students will learn accounting principles and their application in real-world business settings, as well as the impact of emerging technologies on the accounting field.

The Applied Accounting Clerk option is designed to prepare students for entry-level bookkeeping positions. The program was developed so students will have the basic accounting knowledge, computer skills, and communication skills to go to work directly in an entry-level position upon its completion. Basic accounting principles and their applications in real-world business settings are discussed, as well as the impact of emerging technologies on the accounting field.

Intended Learning Outcomes

- Apply fundamental accounting principles to the needs of an organization or client.
- Compile and prepare accurate and timely financial information – journal entries, adjusting entries, reconciliations, closing entries, and financial statements.
- Convey financial information clearly to accounting professionals and non-financial persons both orally and in writing.
- Process a payroll by maintaining payroll records, preparing payroll journal entries and completing various quarterly and annual tax forms.
- Record cost accounting transactions and prepare appropriate production reports and financial statements.
- Compile and prepare basic personal income tax forms and returns.
- Use traditional and emerging technologies to improve business solutions and increase efficiency.
- Display professional and ethical behaviors individually and collaboratively that contributes to continued employability.

Program Costs

In addition to the semester registration fees, an accounting technologies student can expect to spend approximately \$650 on books and supplies for the one-year program and \$1500 for the two-year program.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students may demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered through Prometric testing software and/or handwritten evaluations. Each semester's accounting classes will provide student preparation for obtaining the Certified Bookkeeper Designation or NOCTI Certification. The Certified Bookkeeper exam and certification is recognized by The American Institute of Professional Bookkeepers.

Accounting Paraprofessional*Associate of Applied Science Degree*

64 Credits

Semester 1

ACC 210	Accounting I	3
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OCR 105	Occupational Relations	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1

Semester 2

ACC 214	Computerized Payroll	2
ACC 220	Accounting II	3
ACC 221	Accounting Computer Applications	2
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3
	General Education Courses	3-4

Semester 3

ACC 226	Excel in Accounting	2
ACC 227	Computerized Business Accounting	2
ACC 230	Managerial Cost Accounting	3
	General Education Courses	6-9

Semester 4

ACC 222	Personal Income Tax	3
ACC 231	Accounting Systems	3
BOT 216	Supervised Work Experience	3
MGT 207	Financial Management	3
	General Education Courses	3-4

Required General Education Courses

A minimum of 16 transferable general education credits are required for this degree. Consult the general education section of this catalog for the general education requirements and the list of general education courses that satisfy these requirements.

Applied Accounting Clerk*Technical Certificate*

30 Credits

Semester 1

ACC 210	Accounting I	3
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OCR 105	Occupational Relations	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1

Semester 2

ACC 214	Computerized Payroll	2
ACC 220	Accounting II	3
ENG 090	Basic Writing	3 OR
ENG 101	English Composition	3
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3

BUSINESS TECHNOLOGIES**Program Options**

Associate of Applied Science Degree

Advanced Technical Certificate

Technical Certificate

The Business Technologies program has an Associate of Applied Science Degree option in Marketing and Management, an Advanced Technical Certificate in Marketing and Management, and a Technical Certificate in Business Technology. The AAS Degree in Marketing and Management includes the academic foundations of general education courses in English, communication, human relations, and mathematics with an emphasis on e-commerce and conducting business on the internet. The student who completes this option will have a well-rounded educational experience and a variety of occupational area and advancement opportunities.

The Business Technology Technical Certificate option is appropriate for the student interested in obtaining entry-level skills in a minimum amount of time. Subject areas include sales and customer service, business mathematics, accounting, and other vital entry-level courses. The student who completes this option will make a well-rounded employee in a variety of businesses.

Whichever option the business student may choose, this exciting career field requires strong personal motivation and dedication. When possible, most courses are offered on weekday mornings with the afternoons available for students to participate in the on-the-job sections of the program. The business student is encouraged to join the professional student organization, Collegiate DECA that has an active chapter on campus. The membership dues are \$20 per year.

Intended Learning Outcomes

- Understand and apply fundamental marketing concepts including product development and management, pricing analysis and determination, promotion principles and fulfillment strategies relative to channels and physical distribution in contribution to organizational effectiveness and success.
- Identify marketing's strategic and tactical role, both internally and externally, in organizations of all kinds and assist in the creation and execution of marketing plans by monitoring, assessing and adapting business strategies to emerging opportunities in both domestic and global markets.
- Plan, prioritize and manage projects and use appropriate technology and organizational/analytical skills to locate, manage and apply information to solve simple and complex business problems.
- Communicate effectively and confidently through presentations, both written and verbal formats, for a variety of audiences.
- Apply concepts, methods, processes and functions of management to business operations.
- Analyze information and make decisions that support the organization's mission and help the business to successfully adapt to a changing environment.
- Analyze, evaluate and act on creative ideas to grow the business
- Establish and maintain efficient business operations.
- Manage the financial resources and systems of a small business.
- Solve problems individually and in a team environment.