

Entrance Requirements

Keyboarding of 25 wpm for at least three minutes with 90% accuracy. Students may arrange for a keyboarding test through Student Services.

Program Costs

In addition to the semester registration fees, an Office Technologies student can expect to spend approximately \$900 on books and supplies for the certificate program and \$1,600 for the degree program. Students may also incur additional costs in updating/purchasing software and taking industry certification exams.

Industry Testing for Certification

Upon completion of the appropriate core Office Technologies courses, students demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered by EITC using the Office Proficiency and Certification (OPAC) testing system. A technology fee of \$35 is assessed for each of the two courses that are directly related to the EITC required industry certification exams. This technology fee covers the costs of students sitting for each of the required exams. A certificate detailing OPAC industry certifications is available for a small fee. Please see the Office Technologies advisor for details.

Office Professional

Associate of Applied Science Degree 65 Credits

Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
OFP 140	Electronic Office Concepts	3
	General Education Course	3

Semester 2

ACC 110	QuickBooks for the Office	3
BOT 152	Leadership II	1
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
	General Education Courses	6

Semester 3

CIS 234	Computer Assisted Graphics	3
MGT 216	Human Resource Management	3
OFP 204	Advanced Word Processing	2
OFP 227	Database Management	3
	General Education Course	3-4

Semester 4

BOT 216	Supervised Work Experience	3
OFP 141	Business Presentations	3
OFP 230	Desktop Publishing	3
OFP 244	SpeedBuilding	1
OFP 250	Office Procedures	4
	General Education course	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.

Office Specialist

Technical Certificate 33 Credits

Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
OFP 140	Electronic Office Concepts	3
ENG 101	English Composition	3

Semester 2

ACC 110	QuickBooks for the Office	3
BOT 152	Leadership II	1
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
COM 101	Introduction to Speech	3
OCR 105	Occupational Relations	3 OR
SOC 101	Introduction to Sociology	3 OR
PSY 101	Introduction to Psychology	3



WEB DEVELOPMENT TECHNOLOGIES

Program Options

Associate of Applied Science Degree

The Web Development Technologies program emphasizes web construction from the ground up while providing valuable presentation, negotiation and collaboration skills needed for success in today's information-driven world. Graduates can develop, deploy, market and maintain dynamic websites for a variety of client needs, including e-commerce, promotional, and informational sites. Advanced students develop portals for business, industry, and government, as well as educational and nonprofit websites. The program is designed for individuals who would like to work as an independent contractor providing web development services or work for an organization that can benefit from Internet solutions. The two-year program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with an IC3 certification, successfully passing CIS 101 with a grade of "B" or better, or equivalent training and expertise demonstrated by passing a challenge exam.

Business, Office, and Technology

Upon completion of an Internet portfolio, your degree requirements, and successfully passing industry certification exams, you will be prepared to gain access to high-tech jobs. Positions available to graduates include webmaster, web application developer, Internet database administrator, independent Internet developer, Internet/Intranet developer, web administrator, or web editor.

Intended Learning Outcomes

- Work independently and as a team member to complete Web projects within specific time frames by effectively using time management, organization and prioritization skills.
- Develop deploy and maintain web projects using current and appropriate development tools including; Dreamweaver, Flash, Acrobat, Photoshop, Access, MS-Office and Shopping cart software
- Develop deploy and maintain scalable web projects using standard languages such as XHTML, ColdFusion, ASP, PHP and SQL.
- Enhance Web project using Development standards like W3C, CSS, JavaScript, and Ajax.
- Develop and maintain web projects using good coding practices including; using the appropriate language, documentation, reusable, user centered design and thorough project testing and troubleshooting.
- Market web projects to specific targets markets using SEO, Pay per Click, affiliate programs and other developing strategies.
- Manage complex code structures, databases and user requirements.
- Ability to create visually appealing designs across media types that utilize colors, graphics, photography, typography, and follow current design and layout standards.
- Effectively find, analyze, and synthesize complex information in an organized and logical manner to utilize new technologies as they become available.

Program Costs

In addition to the semester registration fees, a Web Development Technologies student can expect to spend approximately \$800 on books and supplies, \$600 on software and hosting services, and \$500 on certification exams.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process. Certifications include Certified Internet Webmaster and/or Adobe Certification. Most certification exams are administered through Prometric or Vue testing services. A certification fee of \$150 is assessed to the courses that are directly related to the EITC required industry certification exams. This certification fee covers the costs of students sitting for each of the required exams.

Web Development Specialist

Associate of Applied Science Degree

65 Credits

Semester 1

BOT 151	Leadership I	1
CIS 145	Internetworking Technologies	4
CIS 231	Web Page Design	3
MKT 112	Introduction to Marketing	3
OFP 227	Database Management	3
	General Education Course	3-4

Semester 2

BOT 152	Leadership II	1
CIS 235	Advanced Web Site Design	3
CIS 236	Web Development Tools	3
CIS 239	Advanced Data Management	3
ELC 203	Introduction to Computer Programming	3
	General Education Course	3-4

Semester 3

CIS 234	Computer Assisted Graphics	3
CIS 238	Database Driven Websites	3
MKT 120	Marketing on the Internet	3
	General Education Courses	6-7

Semester 4

BOT 216	Supervised Work Experience	3
CIS 240	Emerging Technologies of the Internet	3
CNT 241	Application Infrastructure Configuration	4
OFP 230	Desktop Publishing	3
	General Education Course	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.

Enhancements

BOT 251	Leadership III	1
BOT 252	Leadership IV	1
CNT 257	Secure Web Access Using Microsoft Proxy Services	2
OCR 105	Occupational Relations	3