

Office Administration and Technology – A.A.S. Degree Program

Optional Tracks: ADMINISTRATIVE SECRETARY (Executive, Legal, Medical, Educational) or OFFICE TECHNOLOGY: Word/Information Processing

Business has been revolutionized by rapidly expanding and changing technology. Queensborough's A.A.S. degree program in Office Administration and Technology prepares students to enter the business world with the skills and professional knowledge needed to be effective. Students acquire both a thorough training in basic skills and communication skills, and technical expertise.

Depending upon their choice of the Administrative Secretary or Office Technology track, students may prepare for a wide variety of careers — executive secretary, administrative assistant, word processing manager, and office technology supervisor, among others. In order to further enhance career preparation, students may choose specialized medical, and educational electives. Students may also avail themselves of job placement services and field internships (cooperative education in business).

Along with professional business offerings, students take courses in the liberal arts and sciences to enrich their cultural knowledge and gain a wider perspective. Credits earned in these programs may be transferable to four-year institutions for students who wish to pursue baccalaureate study.

Students receive training on computers including an elective course on desktop publishing software. The program maintains a Word/Information Processing Center, which is available days, evenings, and Saturdays for extra practice.

Career opportunities for qualified personnel in the administrative secretary and office technology fields are numerous and varied. QCC graduates of these programs are currently employed in such diverse areas as banking, publishing, insurance, government, medicine, law, art, public relations, education, accounting, fashion, entertainment, advertising, and travel.

Certificate Programs in Microsoft Office Applications Proficiency Preparation, Medical Office Assistant, School Secretary, and Health Care Office Administration are also offered by the Department of Business.



Office Administration and Technology

REQUIREMENTS FOR THE A.A.S. DEGREE

GENERAL EDUCATION CORE REQUIREMENTS

		Credits
EN-101, 102	English Composition I, II.....	6
MA-321	Mathematics in Contemporary Society.....	3
_____	Laboratory Science.....	4
PE-	One course in Physical Education or Dance from the PE-400, 500, or 600 series.....	1
SP-211	Speech Communication.....	3
SS-211 or 212§	Economics.....	3
SS- or HI-	Elective in Social Sciences or History (selected from HI-100 series).....	3
	Sub-total	23

REQUIREMENTS FOR THE MAJOR

BU-201	Business Organization and Management.....	3
BU-801†	Typewriting/Keyboarding I †.....	2
BU-802	Typewriting/Keyboarding II.....	2
BU-803	Advanced Typewriting/Keyboarding.....	2
BU-804	Personal Information Management/ Messaging using Microsoft Outlook.....	3
BU-850	Fundamentals of Microsoft Windows.....	1
BU-907	Word/Information Processing Using Microsoft Word for Windows.....	3
	Sub-total	16

ELECTIVES

_____	Free electives.....	3
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See next column for optional track requirements

† Students who have had previous training in shorthand and/or typewriting, and who are exempt from introductory keyboarding and introductory shorthand are not given credit for those courses. Consequently, students who are so excused must take other courses in their place as outlined below:

(a) Students who have had previous training in keyboarding and who are excused from BU-801 must take a free elective in its place.

(b) Students in the Administrative Secretary track who have had appropriate previous training in shorthand and who are excused from BU-805 are required to take another BU-800 or BU-900 course in its place.

§ Sections of BU-859 and one other course to be arranged by the department may be taken to partially satisfy the Writing Intensive Requirement.

Two (2) Writing Intensive classes are required for the Associate degree. See page 69.

OPTIONAL TRACKS (Choose A or B)

The 42 credits in the Office Administration and Technology Core outlined at left, plus the courses and credits listed under ONE of the optional tracks below, complete the requirements for the A.A.S. degree.

A. ADMINISTRATIVE SECRETARY

BU-805 †	Shorthand I (Gregg) †.....	3
BU-806	Shorthand II.....	3
BU-807	Shorthand for the Professional Office.....	3
BU-906 or	Advanced Microsoft Office, or	
BU-908	Word/Information Processing Using WordPerfect.....	3

Choose two courses from: ††.....

BU-500	Introduction to Microcomputer Applications	3
BU-859§	Desktop Publishing (Software)	3
BU-903	Medical Office Procedures	3
BU-909	Cooperative Education in Business: Office Administration and Technology Internship	3

Administrative Secretary Track Sub-total 18

B. OFFICE TECHNOLOGY: WORD/INFORMATION PROCESSING

BU-500	Introduction to Microcomputer Applications.....	3
BU-859§	Desktop Publishing (Software).....	3
BU-906	Advanced Microsoft Office.....	3
BU-908	Word/Information Processing Using WordPerfect.....	3
BU-	Advised Business Electives from the list below*.....	6

Office Technology Track Sub-total 18

†† Students wishing to prepare for the position of School Secretary may take BU-900 (School Records and Accounts) and BU-901, 902 (Educational Problems of the School Secretary I, II).

*Business electives for the Office Technology Track (choose 6 credits):

BU-530 Spreadsheet Applications

BU-805 Shorthand I (Gregg)

BU-806 Shorthand II

BU-900 School Records and Accounts

BU-901, 902 Educational Problems of the School Secretary I, II

BU-903 Medical Office Procedures

BU-909 Cooperative Education in Business:
Office Administration and Technology

A. SUGGESTED COURSE SEQUENCE

OFFICE ADMINISTRATION AND TECHNOLOGY *Optional Track in Administrative Secretary*

Semester 1	Credits
EN-101	English Composition I.....3
BU-201	Business Organization and Management3
BU-801†	Typewriting/Keyboarding I †2
BU-805†	Shorthand I †3
SS- or HI-	Social Sciences or History Elective (HI-100 series).....3
PE-	One course in Physical Education or Dance from the PE-400, 500 or 600 series1
<hr/> Sub-total 15	
Semester 2	
EN-102	English Composition II3
BU-802	Typewriting/Keyboarding II2
BU-806	Shorthand II3
BU-850	Fundamentals of Microsoft Windows.....1
MA-321	Mathematics in Contemporary Society.....3
SP-211	Speech Communication.....3
<hr/> Sub-total 15	
Semester 3	
_____	Laboratory Science4
BU-803	Advanced Typewriting/Keyboarding.....2
Choose two courses from: ††6	
BU-500	Introduction to Microcomputer Applications
BU-810	Legal Office Procedures
BU-859	Desktop Publishing (Software)
BU-903	Medical Office Procedures
BU-909	Cooperative Education in Business
BU-907 or	
BU-908	Word/Information Processing Using Microsoft Word or Word/Information Processing Using WordPerfect.....3
<hr/> Sub-total 15	
Semester 4	
SS-211 or	
212	Introduction to Macroeconomics or Microeconomics.....3
BU-804	Office Administration and Information Management.....3
BU-807	Shorthand for the Professional Office.....3
BU-906	Project Development Using Microsoft Office and the Internet (World Wide Web).....3
_____	Free Electives3
<hr/> Sub-total 15	

Total Credits Required for the A.A.S. Degree in Office Administration and Technology60

† Students who have had previous training in shorthand and/or typewriting, and who are exempt from introductory keyboarding and introductory shorthand are not given credit for those courses. Consequently, students who are so excused must take other courses in their place as outlined below:

- (a) Students who have had previous training in keyboarding and who are excused from BU-801 must take a free elective in its place.
- (b) Students in the Administrative Secretary track who have had appropriate previous training in shorthand and who are excused from BU-805 are required to take another BU-800 or BU-900 course in its place.

†† Students wishing to prepare for the position of School Secretary may take BU-900 (School Records and Accounts) and BU-901, 902 (Educational Problems of the School). Secretary I, II).

B. SUGGESTED COURSE SEQUENCE

OFFICE ADMINISTRATION AND TECHNOLOGY *Optional Track in Office Technology: Word/Information Processing*

Semester 1	Credits
EN-101	English Composition I.....3
BU-201	Business Organization and Management.....3
BU-500	Introduction to Microcomputer Applications.....3
BU-801†	Typewriting/Keyboarding I†.....2
SS- or HI-	Social Sciences or History Elective (HI-100 series).....3
PE-	One course in Physical Education or Dance from the PE-400, 500 or 600 series1
<hr/> Sub-total 15	
Semester 2	
EN-102	English Composition II3
BU-802	Typewriting/Keyboarding II2
BU-850	Fundamentals of Microsoft Windows.....1
BU-907	Word/Information Processing Using Microsoft Word for Windows.....3
SP-211	Speech Communication.....3
MA-321	Mathematics in Contemporary Society.....3
<hr/> Sub-total 15	
Semester 3	
BU-803	Advanced Typewriting/Keyboarding.....2
BU-859	Desktop Publishing (Software).....3
BU-908	Word/Information Processing Using WordPerfect.....3
_____	Laboratory Science4
SS-211 or	
212	Introduction to Macroeconomics or Microeconomics.....3
<hr/> Sub-total 15	
Semester 4	
BU-804	Office Administration and Information Management.....3
BU-906	Project Development Using Microsoft Office and the Internet (World Wide Web).....3
BU-	Advised Business Electives from the list below*6
_____	Free Electives3
<hr/> Sub-total 15	

Total Credits Required for the A.A.S. Degree in Office Administration and Technology60

* Business electives for the Office Technology Track (choose 6 credits):

- BU-508 Data Base Management Systems
- BU-530 Spreadsheet Applications
- BU-805 Shorthand I (Gregg)
- BU-806 Shorthand II
- BU-807 Shorthand for the Professional Office
- BU-810 Legal Office Procedures
- BU-900 School Records and Accounts
- BU-901, 902 Education Problems of the School Secretary I, II
- BU-903 Medical Office Procedures
- BU-909 Cooperative Education in Business: Office Administration and Technology