



g r a y s o n . e d u

Office and Computer Technology

Program Description

The development and use of computers in the office has created a need for individuals who are proficient in areas beyond the traditional office skills. Today's office requires individuals who are able to take full advantage of the technology available in order to get the job done quickly and accurately.

The degree and four certificates are designed to prepare individuals for the challenges of today's office. Students will obtain the skills and technical knowledge necessary to enter the job market in a variety of office administration/support positions. The program would allow the student, if desired, to earn at least one certificate while working toward the associate degree.

Degree Plan

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
ENGL 1301	3	SPCH 1311, 1315 or 1321	3
POFT 1301	3	POFT 2312	3
POFI 1301	3	ACNT 1303	3
Social & Behavioral Science Core	<u>3</u>	POFI 2301	3
	12	POFT 2301 or 2333	<u>3</u>
			15
<u>Third Semester</u>	<u>Semester Hours</u>	<u>Fourth Semester</u>	<u>Semester Hours</u>
Math/Science Core	3	POFT 2331	3
ACNT 1304	3	POFT 1313 (Capstone)	3
Humanities/Fine Arts Core	3	ACNT 1313	3
ITSW 1304	3	ITSW 1307	<u>3</u>
POFI 2331	3	Elective	15
Elective	<u>3</u>		
	18		

Applications Software Specialist Certificate

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
POFT 1329 or 2301	3	POFT 2301 or 2333	3
POFT 1301	3	POFT 2312	3
POFI 2301	3	ITSW 1307	3
ITSW 1304	3	POFT 1313	3
POFI 2331	<u>3</u>	(Capstone)	<u>3</u>
	15	POFI 1301	15

Accounting Office Support Certificate

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
POFI 1301	3	ITSW 1304	3
POFT 1301	3	ACNT 1304	3
POFT 1329 or 2301	3	ACNT 1313	3
POFI 2301	3	ITSW 1307	3
POFT 2331	3	POFT 2312	3
ACNT 1303	<u>3</u>	POFT 1313	<u>3</u>
	18	(Capstone)	18

Administrative Assistant Certificate			
<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
POFI 1301	3	POFT 2312	3
POFT 1301	3	POFI 2301	3
POFT 2301 or 2333	3	ACNT 1304	3
ACNT 1303	<u>3</u>	ITSW 1304	3
	12	ITSW 1307	<u>3</u>
			15
<u>Third Semester</u>	<u>Semester Hours</u>		
POFI 2331	3		
POFT 2331	3		
POFT 1313	3		
(Capstone)	3		
ACNT 1313	<u>3</u>		
Elective	15		

Medical Administrative Assistant Certificate			
<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
POFT 1301	3	POFT 2312	3
HITT 1305	3	MRMT 1307	3
POFT 2301 or 2333	3	HITT 1341	3
POFI 2301	<u>3</u>	POFT 2331	<u>3</u>
	12		12
Summer Only	<u>Semester Hours</u>	<u>Third Semester</u>	
HITT 1311	3	POFM 1317	3
HITT 1301	<u>3</u>	POFI 1301	3
	6	POFT 1313	3
		(Capstone)	
		ITSW 1304	<u>3</u>
			12

Capstone Experience

Graduation with the Associate of Applied Science Degree or one of the certificates requires the successful completion of a comprehensive exit exam administered by the Office and Computer Technology Department. The exam must be completed with at least 70 percent accuracy during the week prior to final exams of the semester in which the coursework is completed.

Course Requirements

Grayson County College requires a High School Diploma or equivalent.

The Associate of Applied Science Degree requires successful completion of the TSI requirements.

The certificates are TSI-exempt and require only completion of the Work Keys exam.

Some of the courses require prerequisites. Refer to the GCC catalog for specific information.

Job Outlook

Employment in the office support area will continue to increase due to technological advances in the areas of accounting, software applications, health care, and office administration. These positions will require office workers who are skilled and knowledgeable in the most recent innovations in the business world. Competition should remain keen due to the large number of competent, experienced workers seeking these positions. Therefore, a good educational background will be necessary to remain competitive in the workforce.

Anticipated Costs For Two Years

The following are approximate anticipated costs for the Office and Computer Technology program. Prices are subject to change without notice.

Tuition (in-district) & Fees 60 hrs x \$49/hr	\$2,940.00
Lab Fees	60.00
Matriculation Fees	40.00
Parking Fees	30.00
Student ID	8.00
Books	1,800.00
Miscellaneous Fees	66.00
Supplies	300.00
Work Keys Exam	4.00
Approximate Total	\$5,263.00

*For more information please contact:
Office & Computer Technology Director
metcalfs@grayson.edu*

Ms. Sandi Metcalf

903-463-8738