

ASSOCIATE OF APPLIED SCIENCE

# Information Technology – Computerized Office Management

Professional office managers possess advanced computer application and computer technology skills. They are responsible for organizing and maintaining the office environment and presenting a professional company image. It is the office manager's job to correctly document business records, create professional correspondence, schedule meetings, plan trips, distribute incoming correspondence and provide basic computer troubleshooting.

Workers may provide user support and informal training on computer software and hardware to personnel. They could be called on to conduct research, compile data and prepare papers and reports for presentations to upper management, all while maintaining confidentiality. They work with hard copy and electronic filing systems, update office calendars and revise databases. The knowledge of office software programs, information security, introductory computer hardware expertise and communication skills are key components in an office manager's skill set.

### Why study computerized office management?

An Associate of Applied Science Degree (AAS), often referred to as a terminal degree, provides program graduates with a set of workplace-ready skills. Computerized office management is for people who want to work in an office setting utilizing software applications while possessing additional technology skills that may lead to expanded career options.

The person in this program likes the challenge of diagnosing and repairing computer hardware, installing and uninstalling software and upgrading and configuring peripheral devices.

### Career choices

- Administrative office assistant
- Administrative support supervisor
- Office manager
- Human resources departments
- Financial offices

### Focused courses for your degree

DCB's Information Technology – Computerized Office Management AAS program focuses on the study of office software programs, information security, introductory computer hardware, operating systems configuration, and written and verbal communication.



## COURSES REQUIRED

### Information Technology – Computerized Office Management (AAS)

Freshman Year	Fall	Spring
BOTE 152 Keyboarding II.....	3 cr	
CIS 128 Computer Hardware I.....	3 cr	
CSCI 101 Intro. to Computers .....	3 cr	
ENGL 110 College Composition I .....	3 cr	
CIS/CSCI elective .....	3 cr	
BOTE 147 Word Processing .....	3 cr	
BOTE 218 Desktop Publishing.....	3 cr	
CIS 129 Microcomputer Hardware II.....	3 cr	
CIS 147 Principles of Information Security.....	3 cr	
UNIV XXX Leadership through Service or CARS 105 Job Search.....	1 cr	
CIS/CSCI elective .....	3 cr	

Sophomore Year	Fall	Spring
ACCT 200 Elements of Accounting I.....	3 cr	
BOTE 108 Business Math.....	3 cr	
CIS 104 Microcomputer Database.....	3 cr	
CIS 212 MS Operating Systems Client.....	3 cr	
Fine art/humanities/social science elective ....	3 cr	
BOTE 209 Office Management.....	3 cr	
BOTE 210 Business Communications.....	3 cr	
BOTE 247 Spreadsheet Applications .....	3 cr	
CIS 297 Internship or CIS 281 Project Management .....	3 cr	
COMM 110 Fund. of Public Speaking .....	3 cr	
Wellness elective .....	1 cr	

Consult advisor for electives.

*All courses subject to change.*

## CONTACT INFORMATION



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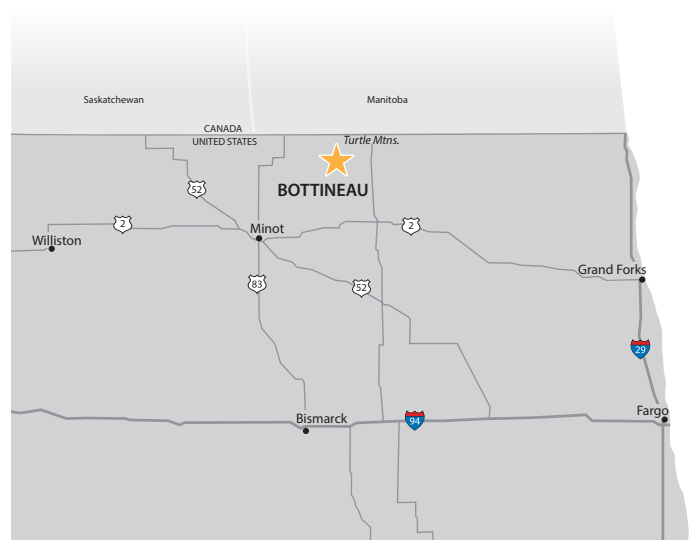
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## DAKOTA COLLEGE AT BOTTINEAU VISION

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



DCB offers several varsity sports!  
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