

COMPUTER INFORMATION TECHNICAL DEPARTMENT

Office Technology AA Degree

The student will demonstrate an understanding of computer hardware and software concepts and identify the appropriate hardware and software to adequately address a typical office need.

Given a common business office information requirement, the student will demonstrate competency with Internet searching technology and apply information analysis concepts by comparing three solutions discovered in terms of effectiveness of solution, ease of implementation, and security implications.

Given a controversial business office scenario that identifies ethical judgment options, the student will write a short paper explaining which option they find the most ethical.

Given a business office information management scenario, the student will demonstrate mastery of a standard computerized office suite of applications by selecting the application within the suite that would be most effective in solving the problem and developing a template to address the need.

11/01/07