CIT - OFFICE TECHNOLOGY ASSOCIATE OF ARTS DEGREE

To graduate with a degree in Office Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units). This degree is designed to prepare students for entry-level positions such as general clerk, information clerk, receptionist, and administrative secretary.

Code	Title	Units
Required Courses:		
CIT 013	Intermediate Keyboarding	3
CIT 021	Word Processing: Comprehensive Microsoft Word	4
CIT 100	Introduction to Personal Computers	3
or CIT 101	Introduction to Computer Literacy	
CIT 102	Advanced Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 118	Microsoft PowerPoint	3
Total Units		**22**

To earn an SBVC Associate Degree students must complete one of the following general education patterns:

SBVC GE requirements (https://www.valleycollege.edu/student-services/counseling/graduation-requirements/)

CSU GE requirements (https://www.valleycollege.edu/student-services/counseling/csuge/)

IGETC requirements (https://www.valleycollege.edu/student-services/counseling/igetc/)

Program Learning Outcomes

At the completion of this program, students will be able to:

a. Operate the PC operating system and common office applications such as a spreadsheet and database management system.
b. Understand the hardware and software architecture of a contemporary Personal Computer system.
c. Type at 60 words per minutes.
d. Recognize computer and network security threats and common approaches to preventing security compromises.
e. Follow procedures and guidelines for efficient and effective business office operations.
f. Create a resume and employment application letter.
g. Prepare written reports and memos.