

**BUSINESS OFFICE TECHNOLOGY:
COMPUTER APPLICATIONS SPECIALIST**

Students are provided the opportunity to become competent in office skills. Applications and the decision-making process are stressed. Introductory and advanced courses give students a strong foundation. Specialized terminology and related work simulations are offered. Students receive hands-on experience using personal computer hardware and software, transcription equipment, and office simulations. The program will prepare students with the knowledge and skills necessary to enter a career or advance in the field.

LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:

1. Demonstrate speed and accuracy in keyboarding skills
2. Demonstrate the ability to analyze and prepare business communication that is correct, concise, and complete
3. Demonstrate proficiency in utilizing computer software programs
4. Demonstrate the ability to solve problems in the workplace using ethical principles, productive work habits, and continuing professional development
5. Demonstrate employment-level mathematical/accounting skills
6. Demonstrate a knowledge of records management
7. Develop a portfolio which serves as a self-evaluation of the student's skills for employment marketability
8. Demonstrate the ability to prepare an application letter, resume, and follow-up correspondence
9. Demonstrate the ability to construct a report utilizing various sources such as, but not limited to, the Internet and library
10. Develop an understanding of cultural diversity

THE COLLEGE OF TECHNOLOGY

This course of study leads to an Associate Degree in Engineering and Technology. It provides an integrated curriculum involving Connecticut's public colleges and universities. Through the College of Technology, individuals can begin studies at Capital Community College and transfer directly to the School of Engineering at The University of Connecticut, or the School of Technology at Central Connecticut State University, or Charter Oak College (Connecticut's external degree program).

A student in the College of Technology will begin studies by enrolling in one of two "pathway" programs, the "Engineering Pathway" or the "Technology Pathway." Students enrolled in designated Tech Prep programs at high schools may apply their credits toward these pathway programs.

For more information, contact Karen Wosczyzna-Birch at (860) 244-7608.

The College of Technology offers benefits that include an affordable and accessible start to higher education; a clear pathway from CCC to a four-year college or university, without losing credits or having to repeat coursework; and the opportunity to begin college studies part or full-time, using the broad support services available, and lower four-year costs. In some cases, students choosing a technology pathway can also receive credits toward a bachelor's degree from independent study, work experience, or other college courses.

COLLEGE OF TECHNOLOGY: ENGINEERING SCIENCE

The "Engineering Pathway" consists primarily of coursework in engineering, mathematics, and the sciences. In addition to the 64-hour core of courses shown below, a grade average of "B" with no grade less than a "C" is required for continuation at UConn's School of Engineering, where you can earn a bachelor of science degree in:

- Chemical Engineering
- Civil Engineering
- Computer Science and Engineering
- Electrical Engineering; Mechanical Engineering or Materials Engineering (as a double major with one of the preceding)

		CREDITS
ACC*	111 Principles of Accounting	4
ART*	_____ Arts Elective	3
BBG*	231 Business Law I	3
BOT*	111 Keyboarding for Information Processing I	3
BOT*	112 Keyboarding for Information Processing II	3
BOT*	251 Administrative Procedures	3
BOT*	201 Business Communications	3
BOT*	_____ BOT* Elective	3
BOT*	_____ Internship or other BOT* Elective	3
CSC*	101 Introduction to Computers OR	3
BOT*	_____ BOT* Elective	
BMG*	202 Principles of Management OR	3
BMK*	201 Principles of Marketing OR	
BBG*	101 Intro. to Business	
CSA*	105 Introduction to Software Applications	3
CSA*	152 Desktop Publishing OR	3
_____	BOT*, CSA*, CSC* or CST* Elective	
CSA*	205 Advanced Applications OR	3
BOT*	180 Medical Terminology	
ENG*	101 Composition	3
ENG*	102 Composition and Literature	3
COM*	173 Public Speaking	3
MAT*	_____ Mathematics Elective	3
_____	_____ Science Elective	3
_____	_____ Social & Behavioral Science Electives	6
TOTAL CREDITS:		64

MATHEMATICS

Calculus I & II	8 credits
Multivariable Calculus	4 credits
Differential Equations	3 credits

PHYSICS

Calculus-based w/Lab	8 credits
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CHEMISTRY

General chemistry w/lab	8 credits
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ENGLISH

Composition	3 credits
Composition and Literature	3 credits

HUMANITIES & SOCIAL SCIENCES

Arts	3 credits
Western Culture	3 credits
Philosophy & Ethical Analysis	3 credits
Social Science	3 credits

ENGINEERING SCIENCE

Statics	3 credits
Dynamics	3 credits

COMPUTER PROGRAMMING

FORTRAN, Pascal or C	3 credits
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OTHER

Electives (possibly technical or foreign language)	6 credits
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COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

For entry into Central Connecticut State University's School of Technology or Charter Oak State College.

The "Technology Pathway" consists of courses which provide the foundation for:

- * A Bachelor of Science Degree from Central Connecticut State University in engineering technology, industrial technology, or technology education
- * A Bachelor of Science Degree from Charter Oak State College

A minimum course grade of "C" and 64 hours of college credit, as described below, are required for continuing at CCSU's School of Technology or at Charter Oak.

MATHEMATICS (Intermediate Algebra, Right Triangle Trigonometry, Elementary Statistics)	9 credits
PHYSICS (General w/lab)	4 credits
CHEMISTRY (General w/lab)	4 credits
ENGLISH (Composition I)	3 credits
COMMUNICATIONS (Speech)	3 credits
HUMANITIES (Literature, Foreign Language, Philosophy, Religion)	6 credits
SOCIAL SCIENCE (History, Economics, Geography, Political Science)	6 credits
BEHAVIORAL SCIENCE (Psychology, Anthropology, Sociology)	6 credits
FINE ARTS (Art, Music)	6 credits
TECHNICAL DRAFTING (CAD)	3 credits
INFORMATION PROCESSING	3 credits
INTRODUCTION TO ENERGY	3 credits
MATERIAL PROCESSING	3 credits
INTRODUCTION TO DESIGN	3 credits
TECHNOLOGY AND SOCIETY	2 credits

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES – WASTEWATER OPTION

Capital, Gateway, Naugatuck Valley, Northwestern Connecticut and Three Rivers Community Colleges will offer the following option to provide a focus for students who desire to concentrate their attention on Wastewater.

The Option is designed to introduce students to the safe and effective operation and maintenance of wastewater treatment plants; to introduce students to applications of the theoretical principles of wastewater treatment processes, using specific examples from wastewater treatment laboratories; to introduce students to the safe and effective operation and maintenance of wastewater treatment facilities with an emphasis on larger, conventional treatment plants; to provide students the opportunity to participate in an internship at an operating wastewater treatment facility and to provide current employees of wastewater treatment facilities an avenue of study that will lead to an associate's degree and transfer to the state university.

At Capital, the following courses will be required:

GENERAL EDUCATION:

Arts/Humanities

ENG* 101	Composition	3
ENG* 202	Technical Writing	3
COM* 173	Public Speaking	3
ENG* ____	Elective (Literature)	3
____	Fine Arts Elective	3

Science

CHE* 111	Concepts of Chemistry	4
PHY* 121	Physics I	4

Mathematics

MAT* 137	Intermediate Algebra	3
MAT* 186	Pre-Calculus	4

Social/Behavioral Science

ECN* ____	Elective (Economics)	3
HIS* ____	Elective (History)	3
____	Elective (Psychology or Sociology)	3

SPECIALIZED CORE:

CAD ____	Computer-Aided Drafting (Elective)	3
CSC* 101	Introduction to Computers	3
MAT* 167	Statistics with Technology	3
MEC 1155	Statics and Strength of Materials	3
____	Introduction to Energy	3

OPTION/DIRECTED ELECTIVES:

WWT* 110	Wastewater I	3
WWT* 112	Wastewater II	3
WWT* 114	Wastewater III	3
WWT* 116	Wastewater IV	3

TOTAL CREDITS 66

