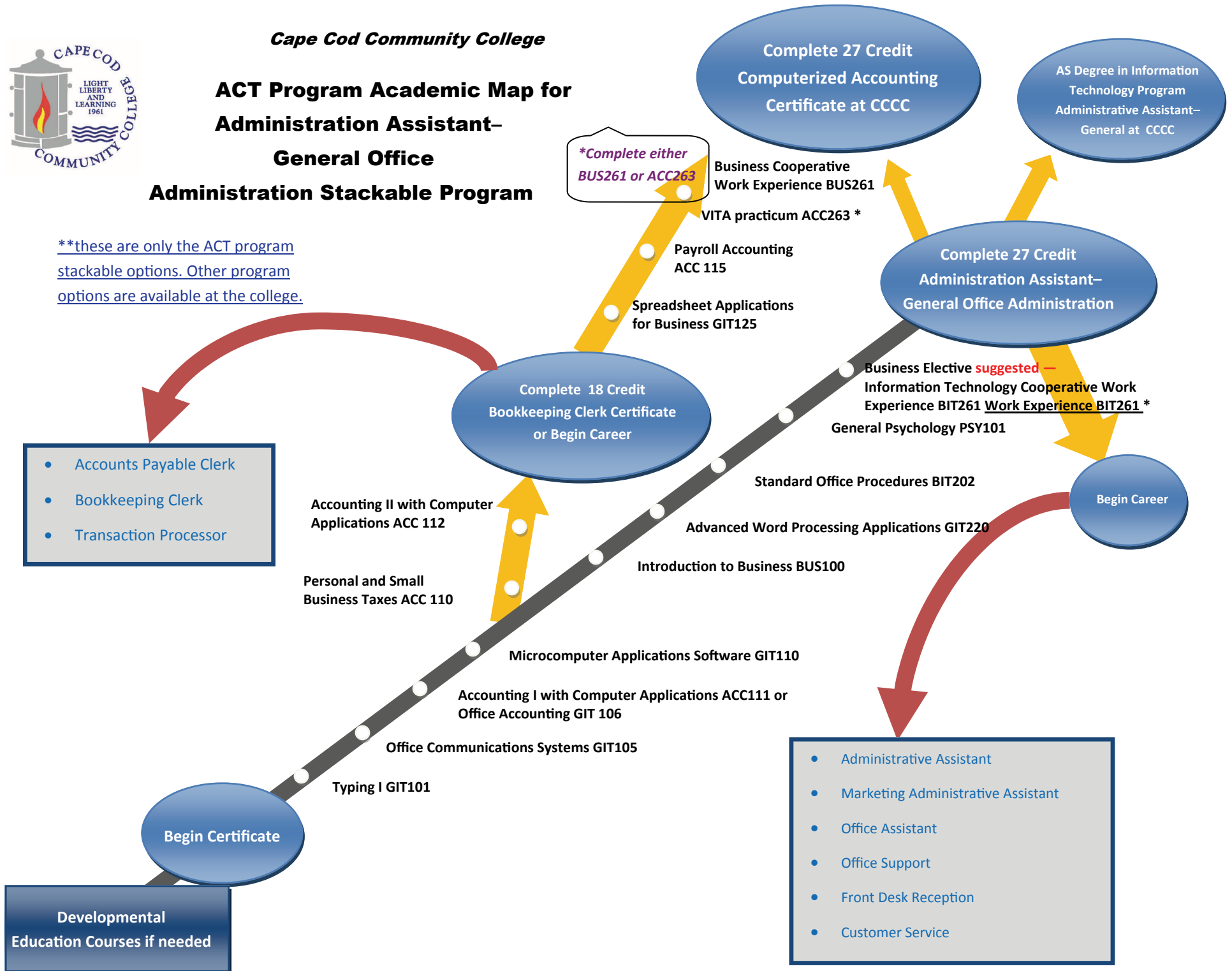




**Cape Cod Community College**

**ACT Program Academic Map for  
Administration Assistant–  
General Office  
Administration Stackable Program**

\*\*these are only the ACT program stackable options. Other program options are available at the college.



# Course Descriptions

## Typing I

**GIT101.** Students learn to master the computer keyboard, develop speed and accuracy, and prepare basic business documents. *Prerequisite: None / 3 credits.*

## Office Communications Systems

**GIT105.** This course is designed to expose the student to the variety of information/communication modes available to individuals employed in today's office environment. The following major areas are addressed: communication theory, electronic communications in the automated office, oral presentation, ethical practices, and written business documentation. The importance of accurate communications and the development of language art skills are emphasized. Business communications and formats, including business reports, letters, and memos are studied. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

## Accounting I with Computer Applications

**ACC111.** (formerly ACC101) Introduction to the accounting cycle: recording transactions, posting to ledgers, preparing work sheets and financial statements. Includes: special journals, inventory valuation, receivables, payables and interest on notes. Hands-on introduction to computerized accounting, solving selected problems using general ledger software including QuickBooks is included. This is the first course of a two-course series (ACC111 and ACC112) intended for A.S. Business Administration concentrations covering the topics of Financial Accounting. *Prerequisite: MAT020 and ENL020 or satisfactory basic skills assessment scores / 3 credits.*

## Microcomputer Applications Software

**GIT110.** This course focuses on the use of the microcomputer in various business settings. A lab/lecture environment is used to enable students to learn the Windows operating system and four commonly used software packages selected from applications in word processing, spreadsheets, databases, and presentation graphics. Students are introduced to the software and then progress through various challenging assignments, including integrating applications. Basic concepts in Internet usage, including electronic mail, are an integral part of the course. *Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.*

## Introduction to Business

**BUS100.** Students examine the purpose, role and responsibility of business in American society and gain

a broad overview of the functions, institutions, principles and practices of business and other organizations. This course provides a basic foundation for those students who will specialize in business and an opportunity for non-business majors to learn about the business world as a major social institution. *Prerequisite: None / 3 credits.*

## Advanced Word Processing Applications GIT220.

Students learn proficiency using many of the advanced functions and special features of a comprehensive word processing package. Course content includes: tabs, print styles and sizes; macros; data manipulation; basic mathematical computations; special text features like outline, columns, and merges; and graphic elements. GIT110 and GIT220 cover all the material for the Microsoft Office Specialist Word Expert Certification exam. *Prerequisite: GIT110 / 3 credits.*

## Standard Office Procedures BIT202.

Students develop the concepts and skills needed to function effectively in an administrative assistant position. The course includes the following: human relations; customer service; communication services; meetings, minutes, and agendas; travel arrangements and itineraries; financial statements and reports; professionalism; machine transcription; and resumes and interview techniques. *Prerequisite: GIT110 / 3 credits.*

## General Psychology PSY101.

Introduction to the major concepts and principles underlying human behavior and mental processes. Topics include personality theory, development, learning and thought, brain and nervous system, sensation and perception, motivation and emotion, stress and physical health, abnormal psychology, psychotherapy, and social psychology. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits. Satisfies a Behavioral & Social Sciences general education requirement.*

## Information Technology Cooperative Work Experience BIT261.

The student works in an information systems office for 150 hours to gain practical training in one of the varied aspects of information technology. All students in Information Technology tracks are encouraged to take a cooperative work experience. Limited to students enrolled in the Information Technology program. *Prerequisite: Completion of at least 2 semesters of Busi-*

*ness & IT courses and/or comparable practical work experience. Permission of IT Coordinator / 3 credits; may be repeated once for credit.*

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