

# What Can I do with a Major in **OFFICE TECHNOLOGY?**

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This major is designed for students interested in preparing for entry-level positions in office technology. The AAS degree combines general education and business concepts and procedures to fully prepare the graduate for employment.

## **Office Technology programs include topics such as:**

Business writing principles  
Scheduling and coordination  
Office records management

Employee Supervision  
Equipment and space management  
Effective communication

## **Typical Coursework**

Introduction to Business  
Human Relations in the Workplace  
Computer Concepts & Applications  
Supervision  
Presentations using Microsoft PowerPoint  
Microsoft Excel  
Office Systems

Written Business Communication  
Business Math  
Financial Accounting  
Administrative Office Management  
Database Management  
Advanced Keyboarding  
Internship and Seminars

## **Related Major Skills**

Reading comprehension  
Active listening  
Excellent writing skills  
Active learning  
Ethical decision-making  
Critical thinking  
Analyze and interpret data  
Manage an office environment/employee

Utilize business software and technologies  
Plan work tasks  
Prepare status reports  
Verbal communication skills  
Learn strategies  
Develop solutions  
Collaborate with company stakeholders

## **Related Occupations**

Office Managers  
Executive Administrative Assistants  
Legal Administrative Assistants  
General Administrative Assistants

Administrative Service Managers  
Human Resource Specialists  
Medical Administrative Assistants

## **Who Hires for this Occupation?**

People with a degree in office technology work for research firms, colleges/universities, schools, or the government.

## **MN Colleges and Universities with a major in:**

### **Office Technology/Office Specialist/Administrative Assistant-Software support**

Anoka-Ramsey Community College – AAS

South Central College, Faribault - AAS

Minneapolis Community & Technical College – AAS

South Central College, North Mankato - AAS

Saint Paul College – AAS

## **Professional Association Links**

International Association of Administrative Professionals (IAAP) <http://www.iaap-hq.org>

## **For More Information**

Contact ARCC Career Counseling: (763) 433-1240 (CR campus), (763) 433-1840 (Cambridge campus)  
or stop by the campus Information Desk

Information adapted from: Minnesota Career Information System <https://mncis.intocareers.org>, and the Career Center at the University of North Carolina, Wilmington <http://uncw.edu/career/WhatCanIDoWithaMajorIn.html>