Program Description
The Office and Business Technology (OBT) program offers a learner-centered and employment-focused curriculum for students seeking training in office and administrative support positions. Careers as an administrative professional are evolving with broader responsibilities and higher salaries. Faculty members work closely with local employers to ensure that current curriculum represents current job requirements.

Key curriculum courses include word processing, office applications (Excel, Access, PowerPoint), desktop publishing, communication skills, records management, and accounting. Students may choose to pursue an Associate in Technical Arts degree (90 credits) or a specialized certificate (45-65 credits). Students may also choose to group certain key curriculum courses that will support related programs or fulfill industry-specific competencies.

Degree Options
Career paths for students who successfully complete the Administrative Assistant degree emphasis might include employment as an Executive Assistant, Administrative Assistant, Executive/Confidential Secretary or Office Manager. Completion of the Accounting Paraprofessional degree emphasis could lead to employment as an Accounting Technician, Accounts Payable/Receivable Clerk, Payroll Clerk, or Full-Charge Bookkeeper. (See Associate in Technical Arts Degree).

Certificate Options
Certificates may be earned by completing initial, intermediate, or advanced courses targeted for individual career pursuits. These certificates are designed for those whose intended job does not require an associate degree or for those who wish additional training in specific areas. (See Program Certificates.)

Microsoft Office Specialist Certification
The Office and Business Technology (OBT) program uses curriculum materials designed to provide training for Microsoft Office Specialist certification. To become certified, students will need to take an exam from a third-party testing company (an Authorized Certification Testing Center).

Entry into the Program
Please apply to the admissions office. The admission and registration guidelines are listed in the catalog and on the College’s website, www.skagit.edu. Before enrolling in Office and Business Technology, students are encouraged to review the sample schedules and the course descriptions. Although students may enter the program at the beginning of any quarter, some key courses are offered only at specific times during the year. College Success Skills courses are listed in this chapter.

Tech Prep
Skagit Valley College grants credits for some professional/technical courses based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Interested students should contact a high school counselor to begin this process.

Work-Based Learning
Students working toward an ATA degree will integrate their classroom learning with work-based learning by participating in Cooperative Education (OBT 199) at a supervised work site. Department Chair approval is required.

Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract. Concurrent enrollment in the Cooperative Education seminar or equivalent is required. A special project may be substituted for Cooperative Education with consent of the Department Chair.
Credit by Examination
Credit by examination is available for the following OBT courses: OBT 104, 106, 112, 115, 116, and 135. Regulations for awarding credit by examination have been established by the college and are listed in the “Academic Regulations” section of this catalog.

General Education Requirements
To meet the general education requirement for the Associate in Technical Arts Degree, Office and Business Technology students must take a learning community or a 5-credit course from the Culture, Natural World, or Arts distribution areas as outlined in the “Degree Requirements” section of the catalog. Recommended courses for Office and Business Technology (OBT) majors include Introduction to Business (BA 131), Introduction to Economics (ECON 100), Principles of Economics (ECON 201 or 202), or Business Law (BA 213).

Associate in Technical Arts Degree
An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

Sample Schedule
ATA Office and Business Technology:
Administrative Assistant Emphasis—Mount Vernon Campus

First Year

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ATA Office and Business Technology:
Accounting Paraprofessional Emphasis—Mount Vernon Campus

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ATA Office and Business Technology:
Administrative Assistant Emphasis—Whidbey Island Campus

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ATA Office and Business Technology:
Accounting Paraprofessional Emphasis—Whidbey Island Campus

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* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ OBT 199 may be taken at any time during the two-year program.

NOTE: Certificate requirements may be met in the first year, degree requirements in the second year.

Program Certificates
A Certificate in Office and Business Technology is granted upon completion of the following requirements with a 2.0 grade point average or above. Credits earned in these certificates can be applied to requirements in the degree program.

Small Business Accounting Certificate
OBT 101; 104; 106; 112; 115; 116; 132; 134; 135; 136; 137; 238; 239; MATH 100; SOSC 113; SPCH 125.

General Office Support Certificate
OBT 100 or 106; 101; 103; 104; 105; 112; 115; 116; 132; 134; MATH 100; SOSC 113; SPCH 125.

Business Software Applications Certificate
OBT 101; 103; 104; 105; 106; 107; 108; 109; 112; 115; 116; 132; 204; CIS 145; MATH 100; SOSC 113; SPCH 125; and 5 credits from choice of OBT 144; 145; 205; CIS 148; or MIT 149.

Office and Administrative Support Certificate
OBT 101; 103; 104; 105; 106; 107; 108; 112; 115; 116; 132; 135; 215; 217; MATH 100; SOSC 113; SPCH 125.

Bookkeeping Certificate
OBT 101; 104; 106; 112; 115; 134; 135; 136; 137; 239; MATH 100; SOSC 113; SPCH 125.

Office and Business Technology Update Certificate
A student must complete a 30-credit minimum individualized program approved by department chair. A certificate will be designed for the student who has had previous training and/or experience and wants a technological update for a return to the work force, job change, or career advancement.

Medical Front Office Certificate
Please see the Medical Assistant program for course requirements.

Individual Technical Certificate
An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

MICRO-CERTIFICATES
These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

BUSINESS COMMUNICATIONS
OBT 115, 116, 215, and SPCH 125.

MICROCOMPUTER ACCOUNTING
OBT 135, 136, 137, and 239.

PAYROLL ACCOUNTING
OBT 112, 134, 135, and MATH 100.

SOFTWARE APPLICATIONS

WORD PROCESSING
OBT 103, 104, 105, and 108.

Course Descriptions

OBT 100 Keyboarding-Beginning (5)
Basics of keyboarding skills for students who cannot type by touch; speed and accuracy building. No credit will be given if student has completed an equivalent course.

OBT 101 Introduction to Office & Business Technology (5)
Introduction to office careers, the office environment, and office technology. Emphasis on basic office procedures skills. Includes some hands-on instruction in using an operating system, e-mail, and the Internet.

OBT 102 Systems & Technology (5)
Introduction to microcomputer technology and the Windows operating system. Hands-on instruction in using an operating system, e-mail, and the Internet. Introduction to current and emerging office technology trends.

OBT 103 Keyboarding-Skillbuilding (2)
Drill work for speed and accuracy building. Prerequisite: Ability to type by touch. This course may be repeated for credit.

OBT 104 Microsoft Word Core Level (3)
Apply the most commonly used features of Microsoft Word to create a variety of documents, use editing and writing tools to ensure document accuracy, apply a variety of formats to enhance document display and clarity, create basic tables, insert graphical elements to add visual interest, perform a basic merge, and
manage the electronic storage of documents. Prerequisite: OBT 100 or equivalent.

OBT 105  Document Formatting (3)
Use word processing software to accurately produce business documents using standard business formats. Prerequisite: OBT 104 or equivalent.

OBT 106  Software Applications (5)
Introduction to the features of software programs used for spreadsheet, database management, and presentation software. Focuses on using the software to perform business tasks. Prerequisite: OBT 104 or equivalent.

OBT 107  Integrated Software Applications (3)
Continuation of OBT 106. Uses advanced features of application software programs integrating data among software programs and using software to accomplish business tasks. Prerequisite: OBT 106.

OBT 108  Microsoft Word Expert Level (3)
Apply the advanced features of Microsoft Word to create complex documents, format documents with special features, customize graphics to add visual appeal, perform advanced merges, create complex tables, work with shared documents, create fill-in forms, and automate tasks using a variety of Word’s time-saving features. Prerequisite: OBT 104 and 105 or equivalent.

OBT 109  Automated Office Project (1)
Specialized instruction on new equipment, software. Strongly recommended: Ability to type by touch.

OBT 112  Electronic Calculator (2)
Operation of 10-key electronic printing calculator by touch method. Prerequisite: MATH 100 or equivalent.

OBT 115  Business English I (5)
Fundamentals of English grammar, current usage and business style appropriate to the contemporary workplace.

OBT 116  Business English II (5)
Continuation of OBT 115; includes punctuation. Prerequisite: OBT 115 or equivalent.

OBT 132  Introduction to Records Management (4)
Study of basic concepts in the management of records and information. Includes specialized terminology, filing rules and systems, paper-based and electronic files management, records security, ethical concerns.

OBT 134  Payroll Accounting (3)
Computation of employee earnings, completion of payroll register, completion of individual earnings records, and preparation of various tax forms and reports.

OBT 135  Practical Accounting I (5)
Introduction to theory and practice of double entry accounting for service businesses. Includes use of journals and ledgers, worksheets, financial statements, basic payroll preparation, bank statement reconciliation, and adjusting and closing entries.

OBT 136  Practical Accounting II (5)
Continuation of OBT 135. Includes special journals, accounting cycle for merchandising businesses, notes receivable and payable, bad debts, merchandise inventory, and plant assets. Prerequisite: OBT 135.

OBT 137  Applied Accounting Projects (3)
Apply entry-level accounting skills through completion of practical accounting projects. Prerequisite: OBT 135 or equivalent.

OBT 140  Microsoft Word (2)
Word processing skills to aid all students in preparation of term papers and reports using Microsoft Word software. Familiarity with keyboard strongly recommended.

OBT 141  WordPerfect (2)
Word processing skills to aid all students in preparation of term papers and reports using WordPerfect software. Familiarity with keyboard strongly recommended.

OBT 142  Microsoft Office or Works (2)
Introduction to integration of word processing, spreadsheets, database management, and graphics applications. Familiarity with keyboard strongly recommended.

OBT 143  Presentation Software (2)
Introduction to the use of microcomputer presentation software for home and office using Microsoft PowerPoint. Prerequisite: Familiarity with keyboard.

OBT 144  Photoshop Basics (3)
Introduction to the use of Adobe Photoshop for preparing electronic images for desktop publishing and Web pages. Prerequisite: Computer competency.

OBT 149  Introduction to Microsoft Publisher (3)
Introduction to the use of Microsoft Publisher as a desktop publishing tool to produce professional-quality publications for personal and professional use. Computer literacy and file management skills strongly recommended.

OBT 199  Cooperative Education Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

OBT 203  International Office Applications (3)
Applying formatting skills, computer applications knowledge, decision-making skills, and time-
management skills in preparing communications for an international business. Prerequisite: OBT 115 and OBT 116, OBT 106 or equivalent.

OBT 204 Desktop Publishing I (4) Overview of basic desktop publishing techniques using professional desktop publishing software to create professional-quality documents integrating text, graphics, and design. Prerequisite: OBT 104 or 105.

OBT 205 Desktop Publishing II (3) Continued study and application of desktop publishing layout and design techniques and tools to create professional-quality documents. Introduction to Web page design. Prerequisite: OBT 204.

OBT 208 Seminar (1) Critical thinking on issues pertinent to current business practices; guest lectures; field trips.

OBT 215 Business Communications (5) Organizing, analyzing, and writing effective business communications including letters, memorandums, business reports, application letter, and data sheet. Application of basic English competencies and audience sensitive language. Use of electronic communication tools. Prerequisite: Word processing skills and OBT 115 and 116 or equivalent.

OBT 217 Machine Transcription & Document Processing (4) Transcription or recorded material in production of business documents. Application of word processing and editing skills. Prerequisite: OBT 104 or equivalent and prior or current enrollment in OBT 116.

OBT 238 Practical Accounting III (5) Continuation of OBT 136. Includes accounting for partnerships, corporations, departments, and manufacturing; statement of cash flows; and comparative financial statements. Prerequisite: OBT 135, BA 217 or equivalent.

OBT 239 Microcomputer Accounting (3) Introduction to the completion of the accounting cycle using microcomputer accounting software. Includes accounts payable, accounts receivable, payroll, inventory, and financial reports. Prerequisite: OBT 135, BA 217, or equivalent.

OBT 240 OBT Practicum (2) To be taken at the end of an OBT student’s ATA degree program. Must demonstrate proficiency in a variety of office skills by completing simulated office projects, preparing and presenting an organized portfolio documenting office skills, and demonstrating communication skills in an exit interview. Combines the skills emphasized throughout an OBT ATA program for a final personal and departmental assessment of a student’s skills. It is strongly recommended that students take this course during their final quarter of the program. Prerequisite: Must have completed a minimum of 70 credits of the ATA degree program.