Office Technology, AAS
OFFICE ADMINISTRATION
School of Business

The Office Technology AAS is designed to prepare students for administrative positions in an office setting. Course work is presented in general education, office technology, business procedures and computer technology.

Career Opportunities

Graduates of the Office Technology AAS may find employment as administrative assistants, executive office managers, office managers, executive secretaries, receptionists and personnel clerks. Opportunities are available in large corporations, small business offices, insurance offices, nonprofit organizations, legal offices and government offices.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
- Develop advanced keyboarding, document processing and information management skills.
- Achieve proficiency using the Microsoft Office Suite in word processing, spreadsheets, database applications, presentation and desktop publishing software applications.
- Proofread and edit copy with a high degree of accuracy.
- Use appropriate office procedures in records management, telephone communications, electronic and hard copy mail, meetings and conferences, travel arrangements and financial matters.
- Adapt to the changing nature of technology, equipment and procedures while retaining appropriate office practices.
- Work independently or in teams to demonstrate effective interpersonal and problem-solving skills attitudes, work habits, professional behavior and ethics.
- Demonstrate academic knowledge required of all graduates including competency in critical thinking, writing, information literacy, oral communication and quantitative reasoning.
- Provide ethical service to a diverse customer base.

Sugg. Term	Seq #	Course ID	Course Title	Cr.	Term Offered	Prereq(s)	Options Available
1st Fall	1	PDV 101	First Year Seminar	1	F, Sp, Su		
	2	BUS 120	Mathematics of Business	3	F, Sp, Su	MTH 050, 050A, or Placement	
	3	CPT 150	Microcomputer Concepts	3	F, Sp, Su		
	4	ENG 161	College Writing	3	F, Sp, Su	ENG 085 or Placement	
	5	OFT 110	Document Processing I	3	F, Sp, Su	OFT 100	
	6	OFT 190	Word for Windows	3	F, Sp		
1st Spring	7	CPT 195	Excel for Windows	3	F, Sp		
	8	ENG 163	Business Communication	3	F, Sp, Su	ENG 161	ENG 162
	9	OFT 120	Document Processing II	3	Sp	OFT 110	
	10	OFT 185	PowerPoint	1	F, Sp		
	11	SPC 156	Interpersonal Communication	3	F, Sp, Su		SPC 155
	12	WEB 188	Social Media	3	F, Sp		
2nd Fall	13	CPT 196	Access for Windows	3	F, Sp	CPT 150	
	14	OFT 140	Office Procedures	3	F, Su		
	15	OFT 210	Office Technologies	3	F		
	16	OFT 220	Transcription	3	F	OFT 110	
	17	WEB 102	Acrobat Essentials	1	F, Sp		
	18	Elective	Restricted Elective	3	F, Sp		See List
2nd Spring	19	CPT 278	Integrated Office Applications	3	Sp	CPT 195, CPT 196, OFT 185 & OFT 190	
	20	OFT 225	Proofreading	3	Sp		
	21	OFT 235	Customer Service	3	F, Sp, Su		
	22	OFT 280 or OFT 299	Office Management or Internship	3	F, Sp, Su	OFT 110, OFT 140, and 20 hours of OFT courses	
	23	Elective	Social Science Elective	3	F, Sp, Su		

Total Program Credits   63

Restricted Electives:
BUS 158 Principles of Management
LAS 101 The Legal Assistant

BUS 241 Human Resource Management
BUS 258 Supervisory Management