

# Office Technology, Diploma

## OFFICE ADMINISTRATION

### School of Business

The Office Administration Diploma offers course work in office administration, office procedures and computer applications. Courses in this diploma may be applied toward the Office Technology AAS.

### Career Opportunities

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

### Program Learning Outcomes

Upon successfully completing this program, students will be able to:

- Key documents using touch-typing with a high degree of speed and accuracy.
- Understand filing principles and office procedures
- Achieve proficiency using Microsoft Office word processing, spreadsheets and presentation software applications.
- Compose and edit business correspondence, reports and forms.
- Provide ethical service to a diverse customer base.

Sugg. Term	Seq #	Course ID	Course Title	Cr.	Term Offered	Prereq(s)	Options Available
Fall	1	PDV 101	First Year Seminar	1	F, Sp, Su		
	2	CPT 150	Microcomputer Concepts	3	F, Sp, Su		
	3	ENG 161	College Writing	3	F, Sp, Su	ENG 085 or Placement	
	4	OFT 110	Document Processing I	3	F, Sp, Su	OFT 100	
	5	OFT 140	Office Procedures	3	F, Su		
	6	OFT 190	Word for Windows	3	F, Sp		
Spring	7	BUS 120	Mathematics of Business	3	F, Sp, Su	MTH 050, 050A or Placement	
	8	BUS 145	Excel for Business Environment	3	F, Sp		
	9	ENG 163	Business Communication	3	F, Sp, Su	ENG 161	
	10	OFT 185	PowerPoint	3	F, Sp		
	11	OFT 235	Customer Service	3	F, Sp, Su		
	12	Elective	Restricted Elective	3	F, Sp, Su		See List

**Total Program Credits**

**32**

Restricted Electives:

BUS 140 Introduction to Business

BUS 158 Principles of Management

BUS 241 Human Resource Management

BUS 275 Organizational Behavior

HCM 150 Introduction to Health Information

LAS 101 The Legal Assistant