

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/Coreq(Co)	Options Available
1st 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 or Placement	
	5	OFT 140	Office Procedures	3	F, Su		
	6	OFT 190	Word for Windows	3	F, Sp		
1st Spring	7	BUS 120	Mathematics of Business	3	F, Sp, Su	MTH 050, MTH 050A, or Placement	
	8	BUS 145	Excel for Business Environment	3	F, Sp, Su		
	9	ENG 163	Business Communications	3	F, Sp, Su	ENG 161	ENG 162
	10	OFT 185	PowerPoint	1	F, Sp		
	11	SPC 156	Interpersonal Communication	3	F, Sp, Su		SPC 155
	12	Elective	Social Science Elective	3	F, Sp, Su		
2nd Fall	13	CPT 196	Access for Windows	3	F, Sp	CPT 150	
	14	OFT 210	Office Technologies	3	F		
	15	OFT 220	Transcription	3	F	OFT 110	
	16	OFT 235	Customer Service	3	F, Sp, Su		
	17	WEB 102	Acrobat Essentials	1	F, Sp		
	18	Elective	Restricted Elective	3	F, Sp, Su		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 280	Office Management or Internship	3	F, Sp, Su	OFT 110, OFT 140, and 20 hours of OFT courses	OFT 299
	22	WEB 188	Social Media	3	F, Sp		
	23	Elective	Restricted Elective	3	F, Sp, Su		See List

Total Program Credits

63

OTA

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