

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/Coreq(Co) | 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 or Placement | |
| | 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, MTH 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 | 1 | 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

OADM

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