

# Office Technology Information

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## Keyboarding and Document Fundamentals

OFTI 1100 - 3 Credits

Beginning keyboarding course designed for the student with limited keyboarding experience. (3 lecture hours)

## Speed Development Keyboarding

OFTI 1105 - 3 Credits

Keyboarding course designed for the student with some keyboarding experience. Includes touch system keyboard review of alphabetic, alphanumeric, symbol, and ten-keypad. Focus on speed, accuracy, and concentration development using diagnostic software. This course can be taken two times for credit. (3 lecture hours)

## Document Formatting

OFTI 1110 - 3 Credits

Format and produce academic, business, and personal documents using word processing software in mailable format. Knowledge of word processing is recommended. Completion of Office Technology Information 1100 or 1105 with a grade of C or better or 25 words per minute keyboarding speed is recommended. (3 lecture hours)

## Business Correspondence

OFTI 1130 - 3 Credits

Basic instruction and practice in developing the vital employment skills of planning, writing and formatting effective business communication including sentences, paragraphs, memos, letters, e-mail, and formal and informal reports. Includes current business spelling, punctuation and grammar skills. Keyboarding skills and word processing knowledge are recommended for successful completion of this course. (3 lecture hours)

## MS Office for Professional Staff

OFTI 1200 - 3 Credits

Introductory course in Microsoft Office utilizing the basic functions of file management, operating system, browser, word processing, spreadsheet, electronic presentation, and database software. Designed for the office professional or individuals wishing to learn and/or upgrade software skills. May not be substituted for Computer Information Systems 1205. Keyboarding skills recommended (3 lecture hours)

## **E-Mail and Electronic Communication**

OFTI 1203 - 3 Credits

Introductory course using Microsoft Outlook emphasizing efficient use of e-mail, calendar, tasks, and notes. Social media for business professionals will be included. Keyboarding skills and knowledge of Windows operating system are recommended. (3 lecture hours)

## **Word Processing I**

OFTI 1210 - 3 Credits

Word processing functions using a specific word processing software package, which may include insert, delete, cut, paste, find, replace, document formatting, margins, tabs, spell checker, thesaurus, grammar checker, pagination, page numbering, indent, printing, line spacing, justification, centering, view modes, multiple windows, footnotes, endnotes, headers, footers, disk maintenance, folders and document formats. Introduces merge, tables, borders, images and drawing objects. Keyboarding skills required for successful completion. (3 lecture hours)

## **Adv Word Processing/Desktop Publishing**

OFTI 1215 - 3 Credits

Advanced word processing course that integrates desktop publishing applications. Prerequisite: Office Technology Information 1210 with a grade of C or better, or equivalent (3 lecture hours)

## **MS Word Desktop Publishing**

OFTI 1218 - 2 Credits

Advanced word processing course designed to integrate the enhanced graphic features used in desktop publishing applications including promotional documents, newsletters, brochures, booklets, proposals, manuals, reports and flyers. Prerequisite: Office Technology Information 1215 with a grade of C or better, or equivalent, or consent of instructor (2 lecture hours)

## **Electr Presentatn-Business Professionals**

OFTI 1250 - 3 Credits

Design, prepare and present effective business presentations utilizing current electronic presentation software and design techniques. Techniques for assessing a business presentation situation and delivering a successful electronic presentation. Keyboarding skills recommended for successful completion of this course. (3 lecture hours)

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## Virtual Office Assistant

OFTI 1300 - 3 Credits

Explores fundamentals of providing administrative support remotely through technology. Virtual Office Assistant (VOA) topics include telecommuting, types of virtual offices, setup and management of a virtual office, technologies and skills needed, effective communication, and job opportunities. (3 lecture hours)

## Selected Topics in Office Technology Inf

OFTI 1820 - 3 Credits

Introductory discussion, review and analysis of a selected topic in Office Technology Information, which will be specified in the subtitle of the course as listed in the Class Schedule. Specifically designed to address topics that necessitate a broader scope, greater depth and fuller assimilation of the course materials. This course may be taken four times for credit if different topics are selected each time. (3 lecture hours)

## Selected Topics in Office Technology Inf

OFTI 1824 - 2 Credits

Introductory discussion, review and analysis of a selected topic in Office Technology Information, which will be specified in the subtitle of the course as listed in the Class Schedule. Specifically designed to address topics that necessitate a broader scope, greater depth and fuller assimilation of the course materials. This course may be taken four times for credit if different topics are selected each time. (2 lecture hours)

## Selected Topics in Office Technology Inf

OFTI 1827 - 1 Credits

Introductory discussion, review and analysis of a selected topic in Office Technology Information, which will be specified in the subtitle of the course as listed in the Class Schedule. Specifically designed to address topics that necessitate a broader scope, greater depth and fuller assimilation of the course materials. This course may be taken four times for credit if different topics are selected each time. (1 lecture hour)

## Independent Study - Individualized

OFTI 1840 - 1-4 Credits

Exploration and analysis of topics within the discipline to meet individual student-defined course description, goals, objectives, topical outline and methods of evaluation in coordination with and

approved by the instructor. This course may be taken four times for credit as long as different topics are selected. Prerequisite: Consent of instructor is required (1 to 4 lecture hours)

## **Professional Office Capstone**

OFTI 2500 - 3 Credits

Capstone course designed with an emphasis on the professional role of the office support staff. Focus is on technological advances, decision making, and problem-solving skills. Trends in electronic mail, calendaring, and scheduling will be presented. Includes collecting and presenting data, utilizing software application, maintaining financial records, developing telephone techniques, arranging travel plans, and organizing conferences. Prerequisite: Office Technology Information 1110, Office Technology Information 1130 and Office Technology Information 1200; all with a grade of C or better or equivalent or consent of instructor (3 lecture hours)

## **Professional Development**

OFTI 2600 - 3 Credits

Capstone course designed to develop "people skills" essential in the working environment. For students who have completed at least 60 percent of the credits required for a certificate or degree program. Topics include human relations, professional presence, team building, ethics, stress management, diversity and communication skills relating to individuals, organizations and client relations. Emphasis is placed on employment opportunities including job search skills, advancement opportunities, networking, and interviewing. Keyboarding skills recommended for successful completion of this course. (3 lecture hours)

## **Internship (Career & Technical Ed)yCoop Ed/Internship Occup**

OFTI 2860 - 1-4 Credits

Course requires participation in Career and Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. Prerequisite: 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the Associate Dean from the academic discipline where the student is planning to earn credit.

## **Internship Advanced (Career & Tech Ed)**

OFTI 2865 - 1-4 Credits

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Continuation of Internship (Career and Technical Education). Course requires participation in Career & Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. Prerequisite: 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the Associate Dean from the academic discipline where the student is planning to earn credit.