

## Office Administration

OA 116 (P/T) 3 Credits

### OFFICE PROCEDURES

Quarters: Summer, Fall, Spring

Provides the foundation necessary for entry-level employment as an office assistant with exercises that simulate entry-level administrative work situations.

OA 120 (P/T) 3 Credits

### BUSINESS EDITING

Quarters: Summer, Fall

This course focuses on the development of basic keyboarding skills while emphasizing the production of a wide range of typical business correspondence from unarranged and rough-draft sources. It introduces effective proof reading techniques emphasizing spelling, word division, capitalization, abbreviations, numbers, grammar, punctuation, and formatting of business documents using current office practices. Prerequisites: minimum typing speed of 35 wpm

OA 121 (P/T) 3 Credits

### KEYBOARDING I

Quarters: Offered as needed

Emphasizes proper techniques of keyboarding through meaningful practice and speed development. Does not include word processing concepts. Lab included.

OA 122 (P/T) 3 Credits

### KEYBOARDING II

Quarters: Offered as needed

Applies drills specific to speed building and achieving 60 wpm or better. Does not include word processing concepts. Lab included. Prerequisites: Minimum typing speed of 35 wpm.

OA 124 (P/T) 2 Credits

### KEYBOARDING SKILL BUILDING

Quarters: Offered as needed

Emphasizes improvement of proficiency in keyboarding skills (speed and accuracy). Lab included.

OA 220 (P/T) 3 Credits

### ADVANCED DOCUMENT PRODUCTION

Quarters: Summer, Winter

Covers development of correct formats for business reports, letters, memos, tabbed columns, and forms. Use a variety of input methods, such as dictation and printed rough drafts. Stresses application of language arts skills. Develops the skill to produce documents accurately within specified time. Prerequisites: OA 120, BT 221

OA 240 (P/T) 3 Credits

### RECORDS MANAGEMENT

Quarters: Summer, Winter, Spring

Focuses on Records Information Management (RIM). Covers terminology, data, employment opportunities, current developments, technology, and legal and ethical concerns in RIM. Includes field trips to selected businesses to provide further emphasis.

OA 251 (P/T) 3 Credits

### OFFICE MANAGEMENT

Quarters: Summer, Spring

Provides a capstone experience in the Office Administration program. This course offers both a theoretical and a practical hands-on approach to managing complex business projects. Students learn the life cycle of a project and develop essential skills to define the critical path of a project. Students integrate spreadsheet, texting-editing, presentation, and project management skills to develop and track a comprehensive team-based project. Prerequisites: OA 116, BA 206, OA 120, OA 220, BT 221

OA 280 1 Credit

### OFFICE APPLICATIONS COOP WK EXP

Quarters: Summer, Fall, Winter, Spring

Designed to give students an opportunity to acquire actual work experience in their chosen field. An on-site supervisor will supervise and evaluate the work experience student. Instructor approval of work setting and placement is required. For each credit earned, the student will need to document 36 hours at the work site. Some sections may have a no-cost text book option.