

# OFFICE TECHNOLOGY INFORMATION

## Is Office Technology Information for me?

*The field is for you if you ...*

- Enjoy working with people.
- Like working in an office setting.
- Want to operate a variety of office equipment.
- Like to plan and follow procedures.
- Want to use state-of-the-art computer technology.
- Desire a job with a good salary and potential for advancement.
- Can effectively follow instructions and assume responsibility.
- Can work in detail.
- Can work independently or with little supervision.

## What skills will I need for this field?

*You will need to have...*

- The ability to accurately read, record, keyboard, and proofread written and numerical data.
- Multi-tasking skills.
- The ability to supervise people and give them directions.
- Knowledge of and use of standard office procedures, office equipment, automation systems and procedures.
- The ability to work with a variety of technologies.

## What is the work atmosphere like?

Generally a 40-hour week spent indoors in an office setting. Some administrative assistant positions will report to several supervisors. Much of the time is spent interacting with people, performing a variety of tasks and actively processing information.

## What are my degree options?

### **Certificates**

Office Technology Essentials  
Word Specialist  
Administrative Assistant  
Executive Assistant

### **Associate's Degree**

Associate in Applied Science

### **Bachelor's Degree**

Bachelor's degrees are available by transferring to four-year colleges and universities. For example: Northwood University and National Louis University.

### **Professional Certification**

Schools and colleges usually adopt the Professional Secretaries International (PSI) or other professional curriculum guides. Students may earn certificates and degrees such as Certified Professional Secretary (CPS), National Association of Legal Secretaries (NALS) as proof of having the competencies necessary for success.

## What are my career opportunities?

Advancement outlook opportunities are good. Entry-level positions include clerical, receptionist, mail and file clerk. With the required skills, persons can advance to administrative and supervisory functions. Most management level positions require bachelor's degrees.

## What can I do with these degrees?

*If you have completed ...*

### **High School Diploma**

Clerical, Computer or Data Entry Operator, Customer Service, File Clerk, General Office, Insurance Processing Clerk, Mail Clerk, New Account Representative, Receptionist, Records Clerk, Secretary, Statement Clerk, Word Processing Operator

### **Associate in Applied Science Degree**

Administrative Assistant/Secretary, Administrative Specialist, Certified Professional Secretary, Clerical Supervisor, Executive Secretary Manager, Lead Operator, Legal Secretary, MIS Secretary, Office Manager, Office Support Secretary, Records Manager, Word Processing Manager/Supervisor

### **Bachelor's Degree**

Administrative Office Manager, Business Education Instructor, Court Reporter, Information Processing Trainer, Office Manager, Office Resource Manager, Secretary Training Coordinator, Training Supervisor, Word Processing Manager/Supervisor

## How can I prepare now?

*Recommended courses ...*

### **Math**

Business Math

### **Communications**

Advanced Reading, Composition, Business Writing and Speech

### **Occupational Electives**

Keyboarding and Word Processing

### **Recommended Supporting Electives**

Computer Information Systems, Accounting, Business Management

## What should I take in my first semester at C.O.D.?

OFTI 1110: Keyboarding and Document Formatting  
OFTI 1130: Business Correspondence  
OFTI 1200: MSOffice for Business Professionals  
OFTI 1210: Word Processing I  
ENG 1101: Composition I

## Whom can I talk to for more information?

Business and Technology  
(630) 942-2592

For more information on the Associate in Applied Science Degree curriculum, see your program coordinator or go to [www.cod.edu](http://www.cod.edu).

## What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.