

**OFFICE TECHNOLOGY INFORMATION**
**AAS DEGREE**

The Office Technology Information program prepares students by developing and enhancing their skills using current technologies in today's office. Courses required are designed for student with some related office experience or for students preparing to return to the workforce. The degree prepares students to assist executives through general office procedures and overall organization in an office environment. The **Executive Assistant degree** requires 64 credits in program requirements and general education in the courses listed below.

**Field of Study Code: OFTI.AAS.EXEC**

<b>Program Requirements</b> .....	<b>43</b>
Ofti 1130 Business Correspondence.....	3
Ofti 1200 MS Office for Professional Staff.....	3
Ofti 1203 E-Mail and Electronic Communication .....	3
Ofti 1210 Word Processing I.....	3
Ofti 1215 Advanced Word Processing/Desktop Publishing .....	3
Ofti 1250 Electronic Presentations for Business Professionals.....	3
Ofti 2500 Professional Office Capstone.....	3
Ofti 2600 Professional Development.....	3
Accou 2140 Financial Accounting .....	4
Busin 2200 Business Budgeting.....	3
Busin 1100 Introduction to Business .....	3
Buslw 2211 Business Law I.....	3
Cis 1221 Introduction to Spreadsheets.....	3
Manag 2210 Principles of Management.....	3
Manag 2220 Organizational Behavior .....	3
<b>General Education</b> .....	<b>18</b>
(In addition to the courses listed above.)	
<b>Total Credits Required</b> .....	<b>64</b>

**AAS DEGREE**

The **Administrative Assistant and Meeting/Event Planning degree** prepares the student for an administrative support position with a focus on meeting and event planning. This degree requires a minimum of 65 credits in program requirements, program electives and general education in the courses listed below.

**Field of Study Code: OFTI.AAS.MEET**

<b>Program Requirements</b> .....	<b>39</b>
Ofti 1105 Speed Development Keyboarding .....	3
Ofti 1110 Document Formatting.....	3
Ofti 1130 Business Correspondence .....	3
Ofti 1200 MS Office for Professional Staff.....	3
Ofti 1203 E-Mail and Electronic Communication .....	3
Ofti 1210 Word Processing I.....	3
Ofti 1215 Advanced Word Processing/Desktop Publishing .....	3
Ofti 1250 Electronic Presentations for Business Professionals .....	3
Ofti 2500 Professional Office Capstone.....	3
Ofti 2600 Professional Development .....	3
Hosp 2253 Meeting and Event Management I.....	3
Hosp 2254 Meeting and Event Management II.....	3
Hosp 2280 Hospitality Marketing Management .....	3

**Program Electives** ..... **8**

Select eight credits in the Hospitality and Tourism program. (In addition to the courses listed above.)

**General Education** ..... **18 to 22**  
(In addition to the courses listed above.)

**Total Credits Required** ..... **65 to 69**

**AAS DEGREE**

The **Administrative Support Specialist degree** prepares students by developing and enhancing their skills using current technologies in today's office. Courses are designed for students entering the Office Technology Information curriculum for the first time and for students preparing for a return to the work force. This degree requires a minimum of 64 credits in program requirements, program electives and general education in the courses listed below.

**Field of Study Code: OFTI.AAS.SUPRT**

<b>Program Requirements</b> .....	<b>43</b>
Ofti 1100 Keyboarding and Document Fundamentals .....	3
<b>OR</b>	
Ofti 1105 Speed Development Keyboarding .....	3
Ofti 1110 Document Formatting.....	3
Ofti 1130 Business Correspondence .....	3
Ofti 1200 MS Office for Professional Staff.....	3
Ofti 1203 E-Mail and Electronic Communication .....	3
Ofti 1210 Word Processing I.....	3
Ofti 1215 Advanced Word Processing/Desktop Publishing .....	3
Ofti 1250 Electronic Presentations for Business Professionals .....	3

Ofti 1300	Virtual Office Assistant .....	3
Ofti 2500	Professional Office Capstone.....	3
Ofti 2600	Professional Development.....	3
Accou 2140	Financial Accounting .....	4
Busin 1100	Introduction to Business .....	3
Manag 2210	Principles of Management .....	3

**Program Electives .....3**

Select one three credit hour CIS course. CIS 1221 is highly recommended. (In addition to the courses listed above.)

**General Education ..... 18 to 22**

(In addition to the courses listed above.)

**Total Credits Required ..... 64 to 68**

**CERTIFICATE**

The **Administrative Support Essentials certificate** provides additional opportunity for administrative professionals and progresses into the Administrative Support Specialist certificate and degree. This certificate requires 30 credits in the courses listed below.

**Field of Study Code: OFTI.CER.ESSN**

**Total Credits Required .....30**

Ofti 1100	Keyboarding and Document Fundamentals .....	3
<b>OR</b>		
Ofti 1105	Speed Development Keyboarding .....	3
Ofti 1110	Document Formatting .....	3
Ofti 1130	Business Correspondence.....	3
Ofti 1200	MS Office for Professional Staff.....	3
Ofti 1203	E-Mail and Electronic Communication .....	3
Ofti 1210	Word Processing I.....	3
Ofti 1215	Advanced Word Processing/Desktop Publishing .....	3
Ofti 1250	Electronic Presentations for Business Professionals.....	3
Ofti 2600	Professional Development.....	3
Cis 1221	Introduction to Spreadsheets.....	3

**CERTIFICATE**

The **Medical Office certificate** prepares the student for an entry level administrative support position into the medical office environment. This certificate requires 24 credits in the courses listed below.

**Field of Study Code: OFTI.CER.MEDOF**

**Total Credits Required ..... 24**

Ofti 1100	Keyboarding and Document Fundamentals .....	3
<b>OR</b>		
Ofti 1105	Speed Development Keyboarding .....	3
Ofti 1110	Document Formatting .....	3
Ofti 1130	Business Correspondence.....	3
Ofti 1200	MS Office for Professional Staff.....	3

Ofti 2600	Professional Development .....	3
Hlths 1110	Biomedical Terminology.....	3
Hlths 1130	Medical Assistant Administrative Procedures ..	3
Masst 2211	Legal and Ethical Aspects of Health Care.....	3

**CERTIFICATE**

The **Administrative Assistant and Meeting/Event Planning certificate** prepares the student for an administrative support position with a focus on meeting and event planning. This certificate requires a total of 46 credit hours in the courses listed below.

**Field of Study Code: OFTI.CER.MEET**

**Total Credits Required ..... 46**

**Program Requirements..... 39**

Ofti 1105	Speed Development Keyboarding .....	3
Ofti 1110	Document Formatting.....	3
Ofti 1130	Business Correspondence .....	3
Ofti 1200	MS Office for Professional Staff.....	3
Ofti 1203	E-Mail and Electronic Communication .....	3
Ofti 1210	Word Processing I.....	3
Ofti 1215	Advanced Word Processing/Desktop Publishing .....	3
Ofti 1250	Electronic Presentations for Business Professionals .....	3
Ofti 2500	Professional Office Capstone.....	3
Ofti 2600	Professional Development .....	3
Hosp 2253	Meeting and Event Management I.....	3
Hosp 2254	Meeting and Event Management II.....	3
Hosp 2280	Hospitality Marketing Management.....	3

**Program Electives .....7**

Select seven credits in the Hospitality and Tourism program. (In addition to the courses listed above.)

**CERTIFICATE**

The **Office Technology Specialist certificate** prepares the student for an entry-level administrative support position. This certificate requires 18 credits in the courses listed below.

**Field of Study Code: OFTI.CER.SPEC**

**Total Credits Required ..... 18**

Ofti 1200	MS Office for Professional Staff.....	3
Ofti 1203	E-Mail and Electronic Communication .....	3
Ofti 1210	Word Processing I.....	3
Ofti 1215	Advanced Word Processing/Desktop Publishing .....	3
Ofti 1250	Electronic Presentations for Business Professionals .....	3
Cis 1221	Introduction to Spreadsheets.....	3

**CERTIFICATE**

The **Administrative Support Specialist certificate** requires 46 credits in the courses listed below.

**Field of Study Code: OFTI.CER.SUPRT**

<b>Total Credits Required .....</b>		<b>46</b>
Ofti	1100	Keyboarding and Document Fundamentals .....3
<b>OR</b>		
Ofti	1105	Speed Development Keyboarding .....3
Ofti	1110	Document Formatting .....3
Ofti	1130	Business Correspondence.....3
Ofti	1200	MS Office for Professional Staff.....3
Ofti	1203	E-Mail and Electronic Communication .....3
Ofti	1210	Word Processing I.....3
Ofti	1215	Advanced Word Processing/Desktop Publishing .....3
Ofti	1250	Electronic Presentations for Business Professionals.....3
Ofti	1300	Virtual Office Assistant .....3
Ofti	2500	Professional Office Capstone.....3
Ofti	2600	Professional Development.....3
Accou	2140	Financial Accounting .....4
Busin	1100	Introduction to Business .....3
Cis	1221	Introduction to Spreadsheets .....3
Manag	2210	Principles of Management .....3

**CERTIFICATE**

The **Word Specialist certificate** develops MS Word skills and includes topics for industry certification. This certificate requires 6 credits in the courses listed below.

**Field of Study Code: OFTI.CER.WORD**

<b>Total Credits Required .....</b>		<b>6</b>
Ofti	1210	Word Processing I.....3
Ofti	1215	Advanced Word Processing/Desktop Publishing .....3