

OFFICE TECHNOLOGY - A.A.B.

College of Applied and Technical Studies
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 www.kent.edu/cats

Description

The Associate of Applied Business degree in Office Technology focuses primarily on front-end office functions, where employees use technology for daily job responsibilities that may include producing business documents, designing presentations, generating data reports and creating financial spreadsheets. Students use the most current versions of business software applications and learn the fundamentals of accounting, automated records management, business communications and resource management.

Graduates gain a wide variety of computer application skills needed for gainful employment in office administrative support positions, including office assistant, accounting clerk, office manager, administrative coordinator, executive administrative and administrative assistant – technology.

Fully Offered At:

- Online
- Ashtabula Campus
- Salem Campus
- Trumbull Campus
- Tuscarawas Campus

Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Regional Academic Center in Twinsburg, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Learning Outcomes

Graduates of this program will be able to:

1. Organize, manage and analyze critical business data using spreadsheet and database software.
2. Create state-of-the-art documents, using design guidelines, terminology and basic publication concepts of industry standards.
3. Import and integrate data from their original software to another for upgraded usage.
4. Determine the most appropriate software to use in creating specific business documents that meet industry standards for mailing.
5. Contrast, compare and adapt to forces that influence emerging management practices.

6. Manage the people, productivity, technology and environment within the administrative function of an organization.
7. Integrate coursework with realistic office settings, emphasizing the total quality management environment.
8. Use multiple channels used in business to communicate with others
9. Participate in the activities of various businesses to determine the variety of job responsibilities assigned to employees in their profession; develop job search strategies for use in their outreach activities.
10. Track and provide administrative support in managing projects, using software designed for this specific purpose.
11. Examine, describe and exercise various leadership, decision-making and motivational skills.

University Requirements

All students in an applied or technical associate degree program at Kent State University must complete the following university requirements for graduation.

NOTE: University requirements may be fulfilled in this program by specific course requirements, please see Program Requirements for details.

Code	Title	Credit Hours
	Destination Kent State: First Year Experience	1
	Course is not required for students with 25 transfer credits, excluding College Credit Plus, or age 21+ at time of admission.	
	Kent Core (see table below)	15
	Total Credit Hour Requirement	60
	Some associate degrees require students to complete more than 60 credit hours.	

Kent Core Requirements

Kent Core Composition (KCMP)	3
Kent Core Mathematics and Critical Reasoning (KMCR)	3
Kent Core Humanities and Fine Arts (KHUM/KFA)	3
Kent Core Social Sciences (KSS)	3
Kent Core Basic Sciences (KBS/KLAB)	3
Total Credit Hours:	15

Program Requirements

Major Requirements

Code	Title	Credit Hours
Major Requirements (courses count in major GPA)		
OTEC 16620	WORD PROCESSING I	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3
OTEC 26640	CURRENT TECHNOLOGIES	3
OTEC 26691	SEMINAR FOR ADMINISTRATIVE PROFESSIONALS	2-3
or OTEC 26692	INTERNSHIP FOR ADMINISTRATIVE PROFESSIONALS (ELR)	
Additional Requirements (courses do not count in major GPA)		
ACTT 11000	ACCOUNTING I: FINANCIAL	4
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Applied Electives, choose from the following:		9
BMRT 11000	INTRODUCTION TO BUSINESS	
BMRT 11009	INTRODUCTION TO MANAGEMENT TECHNOLOGY	
BMRT 21000	BUSINESS LAW AND ETHICS I	
BMRT 31006	HUMAN RESOURCE MANAGEMENT	
IT 11000	INTRODUCTION TO OFFICE PRODUCTIVITY APPS ¹	
IT 11004	SURVEY OF INFORMATION TECHNOLOGY	
IT 11005	INTRODUCTION TO OPERATING SYSTEMS AND NETWORKING TECHNOLOGY	
IT 11006	INTRODUCTION TO WEB SITE TECHNOLOGY	
OTEC 16640	ADVANCED DATABASE APPLICATIONS	
OTEC 16680	COMPUTER KEYBOARDING	
OTEC 26623	DESKTOP PUBLISHING II	
OTEC 26636	PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS	
OTEC 26638	BUSINESS COMMUNICATIONS	
OTEC 26695	SPECIAL TOPICS IN INFORMATION TECHNOLOGY FOR ADMINISTRATIVE PROFESSIONALS	
Any Office Technology (OTEC) Course ²		
Kent Core Composition		3
Kent Core Mathematics and Critical Reasoning		3
Kent Core Humanities and Fine Arts		3
Kent Core Social Sciences		3
Kent Core Basic Sciences		3
Additional Requirements or Concentrations		
Choose from the following:		12
Additional Requirements for Students Not Declaring a Concentration		
Medical Billing/Coding Office		
Minimum Total Credit Hours:		61

¹ IT 11000 may count toward applied electives if taken before or with any other Information Technology (IT) or Office Technology (OTEC) course.

² Students should work with the coordinator of the program when choosing electives.

ADDITIONAL REQUIREMENTS FOR STUDENTS NOT DECLARING A CONCENTRATION

Code	Title	Credit Hours
Concentration Requirements (courses count in major GPA)		
OTEC 16621	WORD PROCESSING II	3
OTEC 16625	BUSINESS PRESENTATIONS	3
OTEC 16638	GOOGLE APPLICATIONS FOR ADMINISTRATIVE PROFESSIONALS	3
OTEC 26622	DESKTOP PUBLISHING I	3
Minimum Total Credit Hours:		12

Medical Billing/Coding Office Concentration requirements

Code	Title	Credit Hours
Concentration Requirements (courses count in major GPA)		
HED 14020	MEDICAL TERMINOLOGY	3
OTEC 26650	MEDICAL BILLING PROCEDURES	3
OTEC 26655	ICD CODING	3
OTEC 26656	CPT CODING	3
Minimum Total Credit Hours:		12

Graduation Requirements

Minimum Major GPA	Minimum Overall GPA
2.000	2.000

Roadmap

- Office Technology (No Concentration)
- Medical Billing/Coding office

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Office Technology (no concentration)

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
OTEC 16620	WORD PROCESSING I	3
OTEC 16621	WORD PROCESSING II	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		16
Semester Two		Credits
OTEC 26640	CURRENT TECHNOLOGIES	3
OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3
Applied Elective		3
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		15

Semester Three

OTEC 16638	GOOGLE APPLICATIONS FOR ADMINISTRATIVE PROFESSIONALS	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26622	DESKTOP PUBLISHING I	3
OTEC 26691 or OTEC 26692	SEMINAR FOR ADMINISTRATIVE PROFESSIONALS or INTERNSHIP FOR ADMINISTRATIVE PROFESSIONALS (ELR)	2-3
Kent Core Requirement		3
Credit Hours		14

Semester Four

ACTT 11000	ACCOUNTING I: FINANCIAL	4
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
OTEC 16625	BUSINESS PRESENTATIONS	3
Applied Electives		6
Credit Hours		16
Minimum Total Credit Hours:		61

Medical Billing/Coding Office

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
HED 14020	MEDICAL TERMINOLOGY	3
OTEC 16620	WORD PROCESSING I	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		16

Semester Two		
OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3
OTEC 26640	CURRENT TECHNOLOGIES	3
Applied Elective		3
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		15

Semester Three		
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26655	ICD CODING	3
OTEC 26656	CPT CODING	3
OTEC 26691 or OTEC 26692	SEMINAR FOR ADMINISTRATIVE PROFESSIONALS or INTERNSHIP FOR ADMINISTRATIVE PROFESSIONALS (ELR)	2-3
Kent Core Requirement		3
Credit Hours		14

Semester Four		
ACTT 11000	ACCOUNTING I: FINANCIAL	4
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
OTEC 26650	MEDICAL BILLING PROCEDURES	3
Applied Electives		6
Credit Hours		16
Minimum Total Credit Hours:		61