OFFICE TECHNOLOGY (OTEC)

OTEC 16620  WORD PROCESSING I  3 Credit Hours
Builds expertise in creating business documents applying the basic features of popular word processing software. Emphasis on hands on experience.
Prerequisite: None.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 16621  WORD PROCESSING II  3 Credit Hours
Design and create documents by using advanced features of word processing software.
Prerequisite: OTEC 16620.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 16625  BUSINESS PRESENTATIONS  3 Credit Hours
Development and production of professional computer-projected presentation materials using popular software. Includes use of graphic design techniques, color layout design principles and transparencies.
Prerequisite: None.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 16638  GOOGLE APPLICATIONS FOR ADMINISTRATIVE PROFESSIONALS  3 Credit Hours
Introduction to Google Applications. Students will learn to create, modify and manage the various Google Applications; utilize Google Drive; and learn to apply Google Application skills in the work environment and for personal use.
Prerequisite: None.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 16640  ADVANCED DATABASE APPLICATIONS  3 Credit Hours
Provides the student with the skills and knowledge on creating advanced queries, forms and reports. Students learn how to customize, automate and secure the database structure.
Prerequisite: OTEC 16639; and special approval.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter
OTEC 26638 BUSINESS COMMUNICATIONS 3 Credit Hours
Theory and application of oral and written business communication with emphasis on business letters, reports, employment process, visual presentations and electronic communications. Basic word processing skills are suggested.
Prerequisite: ENG 11011 or HONR 10197.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26640 CURRENT TECHNOLOGIES 3 Credit Hours
Current trends and technology for the marketplace from an end user perspective.
Prerequisite: None.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26650 MEDICAL BILLING PROCEDURES 3 Credit Hours
Introductory course in the preparation of various medical documents and forms in the health care industry. Use of computers and various word processing software is included. This course requires a 30 clock hour internship.
Prerequisite: OTEC 26655 and OTEC 26656.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26655 ICD CODING 3 Credit Hours
Basic medical coding using the current version of the ICD classification system and nomenclature.
Prerequisite: HED 14020.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26656 CPT CODING 3 Credit Hours
Introduction to coding rules for the CPT and Level II coding systems, incorporating and applying ICD rules to code patient services.
Prerequisite: OTEC 26655.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26691 SEMINAR FOR ADMINISTRATIVE PROFESSIONALS 3 Credit Hours
Refines job search strategies, integrates coursework with realistic office settings, presents interpersonal and ethical issues, provides outreach activities, and emphasizes career management.
Prerequisite: Sophomore standing.
Schedule Type: Seminar
Contact Hours: 3 other
Grade Mode: Standard Letter

OTEC 26692 INTERNSHIP FOR ADMINISTRATIVE PROFESSIONALS (ELR) 1-3 Credit Hours
(Repeatable for a maximum of 4 credit hours) Supervised field experience of ten hours per week paid or seven hours per week unpaid in a business environment functioning as an administrative professional.
Prerequisite: Sophomore standing; and special approval.
Schedule Type: Practicum or Internship
Contact Hours: 7-21 other
Grade Mode: Standard Letter
Attributes: Experiential Learning Requirement

OTEC 26695 SPECIAL TOPICS IN INFORMATION TECHNOLOGY FOR ADMINISTRATIVE PROFESSIONALS 1-3 Credit Hours
(Repeatable for credit) Special topics in information technology topics for administrative professionals.
Prerequisite: Special approval.
Schedule Type: Lecture
Contact Hours: 1-3 lecture
Grade Mode: Standard Letter

OTEC 26696 INDIVIDUAL INVESTIGATION: INFORMATION TECHNOLOGY FOR ADMINISTRATIVE PROFESSIONALS 1-3 Credit Hours
(Repeatable for credit) Independent, in-depth research of an office technology topic supervised and coordinated by a program faculty member.
Prerequisite: 12 credit hours of OTEC courses; and special approval from a full-time office technology faculty member.
Schedule Type: Individual Investigation
Contact Hours: 1-3 other
Grade Mode: Standard Letter