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 16639 DATABASE APPLICATIONS 3 Credit Hours
Concepts, terminology and use of current database software to manage and retrieve business information. Emphasis on hands-on experiences.
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 16680 COMPUTER KEYBOARDING 1 Credit Hour
Basic keyboarding course using computers for students having no previous keyboarding instruction or a speed of less than 30 words a minute. To pass the course students must keyboard above 30 words a minute for three minutes with no more than three errors.
Prerequisite: None.
Schedule Type: Lecture
Contact Hours: 1 lecture
Grade Mode: Standard Letter

OTEC 26511 SPREADSHEET APPLICATIONS 3 Credit Hours
Use of electronic spreadsheets from beginning to advanced applications that may prepare for software certification.
Prerequisite: none.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26611 SPREADSHEET APPLICATIONS 3 Credit Hours
Use of electronic spreadsheets from beginning to advanced applications that may prepare for software certification.
Prerequisite: none.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26622 DESKTOP PUBLISHING I 3 Credit Hours
Study and application of the principles of proper document design using high-end desktop publishing software for newsletters, brochures, reports, forms and other computer-based business documents.
Prerequisite: OTEC 16620.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26623 DESKTOP PUBLISHING II 3 Credit Hours
High-end layout design and illustration software. Includes advanced documents, Web publishing, makeovers, computer graphic concepts and formatting, image editing techniques and the use of color.
Prerequisite: OTEC 26622.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26635 ADMINISTRATIVE RESOURCE MANAGEMENT 3 Credit Hours
Explores how office professionals can apply resource management skills to the areas of space/workflow, forms, budgetary control, staff and materials supplies.
Prerequisite: None.
Schedule Type: Lecture
Contact Hours: 3 lecture
Grade Mode: Standard Letter

OTEC 26636 PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS 1 Credit Hour
Provides the basic tools needed to effectively manage projects and to automate and streamline such functions as resource allocation, work scheduling and communication. Project management software is used in the course.
Prerequisite: None.
Schedule Type: Lecture
Contact Hours: 1 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: OTEC 26651 or 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 Credit Hour
(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 2.000 GPA or better in major and
special approval.
Schedule Type: Practicum or Internship
Contact Hours: 7 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: Permission.
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