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: 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