

OFFICE TECHNOLOGY - A.A.B.

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

Contact Information

- Program Coordinator: **John Baker** | j baker96@kent.edu | 330-308-7570
- Speak with an Advisor
 - Ashtabula Campus
 - Salem Campus
 - Trumbull Campus
 - Tuscarawas Campus
 - Online (any campus above)

Fully Offered

- **Delivery:**
 - Fully online
 - In person
- **Location:**
 - Ashtabula Campus
 - Salem Campus
 - Trumbull Campus
 - Tuscarawas Campus

Examples of Possible Careers*

Court, municipal, and license clerks

- 4.8% about as fast as the average
- 163,700 number of jobs
- \$40,930 potential earnings

Executive secretaries and executive administrative assistants

- -20.4% decline
- 593,400 number of jobs
- \$63,110 potential earnings

First-line supervisors of office and administrative support workers

- -3.0% decline
- 1,552,400 number of jobs
- \$58,450 potential earnings

Human resources assistants, except payroll and timekeeping

- -5.0% decline
- 123,900 number of jobs
- \$43,250 potential earnings

Secretaries and administrative assistants, except legal, medical, and executive

- -10.1% decline
- 2,250,200 number of jobs
- \$38,850 potential earnings

*Note

Source of occupation titles and labor data is from the U.S. Bureau of Labor Statistics'

Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

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.

Office Technology major includes the following option concentration:

- **Medical Billing/ Coding Office** concentration provides a basic understanding of software, medical terminology, billing/coding and procedures used in medical settings such as hospitals, clinics, doctors' offices and outsourcing facilities involved with providing billing operations.

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 Twinsburg Academic Center, 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 (KCOMP) | 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 | | |
| 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 | SEMINAR FOR ADMINISTRATIVE PROFESSIONALS | 2-3 |
| or | | |
| OTEC 26692 | or INTERNSHIP FOR ADMINISTRATIVE PROFESSIONALS (ELR) | |
| 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 | SEMINAR FOR ADMINISTRATIVE PROFESSIONALS | 2-3 |
| or | | |
| OTEC 26692 | or INTERNSHIP FOR ADMINISTRATIVE PROFESSIONALS (ELR) | |
| 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 |