

# 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.

**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 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 digital communications. Students will learn how to develop proper communication skills including- proper grammar/spelling, punctuation and word usage. Basic word processing skills are suggested.

**Prerequisite:** None.

**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 CURRENT PROCEDURAL TERMINOLOGY (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:** None.

**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:** Practical Experience

**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