

## Office Technology (OFT)

### OFT 104 Spreadsheet Design

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to provide the business student with skills and knowledge necessary to design and implement practical spreadsheet models using Microsoft Excel software.

Students will use basic business mathematics skills to design problem-solving models that can be used in the analysis of data. This course will help the student prepare to take the Microsoft Certified Application Specialist Exam.

### OFT 105 Current Operating Systems/Security

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is intended for beginners and intermediate end users who want to increase their understanding of computer and information security issues and practices, as well as explore the basics of a current operating system.

### OFT 110 Introduction to Word Processing

2 Hours

Prerequisites: None

3 hours weekly (1-2)

This course is designed to provide the student with skills to become effective and efficient in using a popular word processing software. The student will incorporate critical thinking skills along with problem-solving techniques to master this software package. This course is designed for students who would like to master

a word processing package and cover many Microsoft Certification exam topics.

### OFT 115 Basic Keyboarding

1 Hour

Prerequisites: None

2 hours weekly (0-2)

This course is an introduction to the computer keyboard. The primary goal is mastery of the keyboard demonstrated by the touch operation of the alphanumeric keyboard and symbols. The touch method for ten-keypad will be introduced.

### OFT 116 Keyboarding I

3 Hours

Prerequisites: None

5 hours weekly (1-4)

Mastery of the keyboard with speed and accuracy in the touch operation of the keyboard is the major goal of this course. Skill is developed for vocational and personal uses. Business office standards are used in keyboarding basic letter styles, reports, and tables. The following grade scale is used for speed on 3-minute timings on straight copy; A=40 wpm; B=36-39 wpm; C=32-35 wpm.

### OFT 117 Keyboarding II

3 Hours

Prerequisites: OFT 116 or consent of department chair

5 hours weekly (1-4)

Further development of speed and accuracy in both production and straight copy keyboarding. Further study of business letters, special business communication forms and styles, reports, tables, and a mastery of keyboarding digits. The following grade scale is used for

speed for 3-minute timings on straight copy:  
A=58 wpm; B=54 wpm; C=50 wpm.

### **OFT 120 Data Base Management**

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to provide the student with fundamental database concepts. The student will be able to create and maintain tables, forms, queries, and reports. Skills will go beyond that of utilizing the wizards.

Customized forms and reports will be developed. Interacting with the Web, setting table relationships, and data integration with other applications will be covered. Many of the Microsoft Certification exam topics will be covered.

### **OFT 135 Office Language Skills**

3 Hours

Prerequisites: None

3 hours (3-0)

This course is designed to review language skills and to improve the use of the following: proofreading skills, spelling, punctuation, other grammatical skills, including the proper use of capital letters, abbreviations, number styles, word division, and the use of appropriate word choice.

### **OFT 207 Computer Applications for Business**

IAI – BUS 902

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This lecture and hands-on lab course will provide an overview of operating systems, file

management techniques, Internet, email and computer conferencing software and apps, word processing, spreadsheets, database management and presentation software.

### **OFT 236 Records Management**

1 Hour

Prerequisites: None

2 hours weekly (0-2)

Emphasis is on the basic principles of modern filing systems—including alphabetic, subject, numeric, chronological, and geographic filing. Students work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, and coding, as well as retrieval, retention, and recycling of records.

### **OFT 237 Office Procedures**

3 Hours

Prerequisites: OFT 116 or CIS 207

3 hours weekly (3-0)

The knowledge and skills necessary to work as an office assistant in today's offices will be presented. Major topical areas include the organization of business offices, communications skills, technology and procedures, document creation and distribution, travel, conference and meeting planning, financial and legal aspects, and professional and continuing development.

### **OFT 270 Medical Office Procedures**

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to prepare the student to perform basic office procedures and follow common practices in today's medical community. Administrative medical office

duties covered include mailing procedures, patient reception, telephone communications, travel and meeting arrangements, patient scheduling, patient chart preparation, patient billing, insurance billing, office management, and practice finances. Hands-on application will be provided using a popular practice management software program.

**OFT 280 Computer Applications for the Medical Office**

3 Hours

Prerequisites: OFT 116 and CIS 207

4 hours weekly (2-2)

This course is designed to prepare the student to use electronic health records (EHR) in today's medical community. First, conceptual theory is presented including history and EHR standards. Then, the student applies theoretical knowledge through in-depth and practical training using a popular EHR software program to equip the student to successfully enter a medical setting with a comprehensive working experience of EHR.