

# OFFICE ADMINISTRATION (OA)

## **OA116 Office Procedures** 3 credits (3 lec hrs/wk)

Prerequisite(s): ( CIS120 )

Office Procedures presents the methods, concepts and procedures for business office operation. This includes understanding the office environment and organizing an efficient workplace. It also includes information on office technology, communications, office ethics, scheduling, an overview of records management, meetings, travel and career advancement.

This course may be taken 1 time for credit.

Course classification: CTE

## **OA121 Beginning Keyboarding** 3 credits (3 lec hrs/wk)

Prerequisite(s): ( CIS90 )

Presents principles of touch-method typing. Typing speed and accuracy are developed through drills. Ergonomics, input devices, keyboard shortcuts, computer software features to improve accuracy, proofreading, patterns of keyboarding errors, typography, and goal setting are included. Lab is available in class and online. Basic letter, memo, table and report formatting are required.

This course may be taken 1 time for credit.

Course classification: CTE

## **OA124 Keyboard Skill Building** 3 credits (3 lec hrs/wk)

Prerequisite(s): ( OA121 )

Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work.

This course may be taken 1 time for credit.

Course classification: CTE

## **OA180 Internship: Office Administration** 1-12 credits (3 lab hrs/wk/cr)

Prerequisite(s): Instructor consent

Practical on-site experience that will allow students to explore workplace environments and career options.

This course may be taken 12 times for credit.

Course classification: LDC

## **OA205 Proofreading and Editing** 3 credits (3 lec hrs/wk)

This course is designed to prepare students to proofread and edit business documents. It includes a review of punctuation, capitalization, grammar and spelling as applied to producing and editing commonly used documents found in the business office. Use a reference manual, and learn collaborative document processing techniques.

This course may be taken 1 time for credit.

Course classification: CTE

## **OA220 Electronic Calculators** 1 credit (2 lec lab hrs/wk)

Prerequisite(s): ( MTH20 )

The student will learn the ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of math. Four operations are used to solve applied business problems with speed and accuracy.

This course may be taken 1 time for credit.

Course classification: CTE

## **OA240 Filing and Records Management** 3 credits (3 lec hrs/wk)

This course provides a comprehensive study of filing systems equipment and criteria by which records are created classified stored and retrieved according to the rules established by the Association of Records Managers and Administrators (ARMA).

This course may be taken 1 time for credit.

Course classification: CTE

## **OA280 CWE: Office Administration** 1-12 credits (3 lab hrs/wk/cr)

Prerequisite(s): Instructor consent

Practical on-site experience that will allow students to explore workplace environments and career options.

This course may be taken 12 times for credit.

Course classification: CTE

## **OA280A CWE: Office Admin Certification** 1-12 credits (3 lab hrs/wk/cr)

Prerequisite(s): Instructor consent

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore a variety of workplaces in which to apply that knowledge.

This course may be taken 12 times for credit.

Course classification: LDC

## **OA280B CWE: Office Admin AAS AOP** 1-12 credits (3 lab hrs/wk/cr)

Prerequisite(s): Instructor consent

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore a variety of workplaces in which to apply that knowledge.

This course may be taken 12 times for credit.

Course classification: LDC