

ADMINISTRATIVE OFFICE TECH. (OFTD)

OFTD 1120 - Microcomputer Keyboarding (3 Credits)

This course is designed for business use. It emphasizes proficiency in touch-typing keyboard mastery, proper typing techniques and the development of speed and accuracy. It also provides practice in applying these skills to document formatting such as centering and business letters. Individualized instruction units are given throughout the course. A minimum typing speed of 15 wpm is required to pass this course.

Lecture: 4 hours, Lab: 1 hour

OFTD 1140 - Office Technology & Procedures I (3 Credits)

This course is designed to provide students with a basic background in the rapidly expanding applications of office technology, including an introduction to telework telecommunications, Web research, online projects, PowerPoint presentations and Outlook. In addition, students develop their communication skills and learn about proper business attitudes with an emphasis on developing soft skills (people skills), critical thinking and problem-solving skills.

Lecture: 3 hours

OFTD 1160 - Basic Keyboarding Mastery (2 Credits)

This course is designed for the personal development of keyboarding skill. It is intended for the beginning student and those who have had a minimum of keyboarding instruction. The major objectives are to develop touch control of the keyboard and proper typing techniques, build basic speed and accuracy skills and provide practice in applying these beginning skills to basic document formatting.

Lecture: 2 hours, Lab: 1 hour

OFTD 1250 - Office Accounting (3 Credits)

This course develops the office worker's understanding of the basic procedures used in keeping a set of accounting records in a service business. Basic accounting principles are covered along with their implementation in an electronic office system.

Lecture: 3 hours