

OFFICE ADMINISTRATION TECH (OATC)

OATC 3150. Computer Operating Systems. (3 Credits)

Credit Hours: (3-0-3) A general overview of computer hardware, networks, and operating systems. Developing basic technological expertise and leadership in administering computer technology in the workplace is emphasized. This course helps prepare students to take a certification exam for a current operating system.

OATC 3610. Web Design and Multimedia. (3 Credits)

Prerequisite: CISM 2201 or consent of instructor Credit Hours: (3-0-3) Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments.

OATC 3700. Desktop Publishing. (3 Credits)

Prerequisite: CISM 2201 Credit Hours: (3-0-3) Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of various page design programs will be used to create various business-related documents.

OATC 4020. Virtual Office Technology. (3 Credits)

Prerequisite: CISM 2201 Credit Hours: (3-0-3) A general overview of the skills needed to perform as a virtual office assistant in the modern office. Emphasis on the use of a time and information management software application. Increased awareness of the role of online meeting/internet telephone communication software in the workplace, Internet research, social networking tools in the workplace, e-commerce, and the use of mobile devices with today's business applications.

OATC 4160. Administrative Office Procedur. (3 Credits)

Prerequisite: ORGL 2050 and OATC 3400 Credit Hours: (3-0-3) Development of increased awareness of the role and scope of the administrative assistant position. This course will focus on basic and expanded job responsibilities, professionalism, and performance of simulated office activities.

OATC 4810. Contemporary Skills. (3 Credits)

Credit Hours: (3-0-3) Analysis of the workplace skills needed in a rapidly changing technological society. Emphasis is on communication skills, employee motivation, change management, delegation, team building, and career planning. Students are required to build a career plan and to design a change management project.