OFFICE ADMINISTRATIVE ASST (OA)

OA 110: Alpha Keyboarding (2)
This course teaches alphabetic keyboarding skills to students with no previous keyboarding experience. Students will develop touch keyboarding skill on the alphabetic keyboard and will develop proofreading skills
Terms Typically Offered: Fall

OA 115: Admin Office Professional (3)
This course introduces students to the administrative office professional career. Multiple aspects of the office environment are covered, including time management, customer service, communication, meeting and travel planning, stress management, technology, working with others, and career exploration. Students create a growth plan with the objective of moving towards an entry-level career
Terms Typically Offered: Fall

OA 116: Records Management (2)
In this course, students gain proficiency in alphabetic, subject, geographic, and numeric filing methods. Students will also learn basic records management concepts, such as classification, records life cycle, the records management plan, storage and retrieval, and security
Terms Typically Offered: Fall

OA 123: Formatting (4)
A course that builds and improves upon basic keyboarding skills acquired in OA 124 and introduces the basics of word processing. Students will format business documents including letters, memos, tables, and simple reports. Document production timings and straight-copy timings are used to measure skill improvement
Terms Typically Offered: Fall, Winter

OA 128: Editing for Business (3)
A comprehensive, activity-oriented course designed to sharpen proofreading and editing skills. Reviews and applies the rules governing punctuation, sentence structure, grammar, and correct word usage in order to create professional business documents. The course will also provide a spelling review.
Instructor-Enforced Prerequisite: Basic keyboarding and word processing skills.
Terms Typically Offered: Fall, Winter

OA 131: Ten-Key Calculator (1)
An introductory course designed to familiarize a student with the functions of the ten-key office calculator and to develop speed and accuracy when operating the machine by touch. Exercises will provide examples and practice materials. Please see Department Chair or Program Coordinator for course substitution
Terms Typically Offered: Fall

OA 161: Career Planning (1)
This course is intended to help students develop career preparation skills. This process will involve researching job markets, preparing resumes and cover letters, building an employment portfolio, and conducting an informational interview with an employer in a field of their choosing
Terms Typically Offered: Fall, Spring, Summer

OA 245: Office Administration (1)
This is a professional development course designed for the Office Technology AAS students. It should be taken the term prior to graduation. Students will engage in activities and assignments that will make them better prepared for meeting the expectations of the workplace.
Registration-Enforced Prerequisite/Corequisite: OA 123 and OA 161.
Terms Typically Offered: Winter

OA 250: General Office Procedures (3)
An advanced office procedures course in which the student learns to employ acceptable techniques in handling typical administrative level secretarial duties such as planning and organizing meetings, making travel arrangements, helping with reports, and making decisions
Terms Typically Offered: Spring

OA 260: Principles of Office Mgmt (3)
This course is designed to familiarize students with principles used in setting up and managing an office including organization, problem solving, communicating, human resources, office systems, and office environments. The course will assist in developing technique for planning, organizing, and simplifying work
Terms Typically Offered: Spring

OA 280A: CWE-Admin Asst-Office Asst (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year.
Registration-Enforced Prerequisite: Instructor approval.
Terms Typically Offered: Fall, Winter, Spring, Summer

OA 280C: CWE-Medical Admin Asst (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year.
Registration-Enforced Prerequisite: Instructor approval.
Terms Typically Offered: Fall, Winter, Spring, Summer