

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

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 220 Advanced Spreadsheet Design

3 Hours

Prerequisites: OFT 104

4 hours weekly (2-2)

This course is a continuation of CIS 104 and builds upon basic design skills. It provides the student with an opportunity to develop advanced techniques in the design of business applications. Advanced study of special mathematics, logical, and database statistical functions will provide the foundation for advanced program design. Problem solving for managerial and accounting decision making is emphasized, and design techniques incorporating the use of macros, menu layout, and data transfer are included using Microsoft Excel. This course w

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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 OFT 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.