

# OTEC-OFFICE TECHNOLOGY

## OTEC 1101. Beginning Keyboarding

### 3 Credits (2+2P)

Develops proper keyboarding technique to achieve speed and accuracy. A minimum average of 25 wpm on three five minute timings is required.

#### Learning Outcomes

1. Demonstrate proper keyboarding techniques.
2. Key the numeric keypad by touch.
3. Type straight copy at a minimum rate of 25 GWAM for 5 minutes with no more than 5 errors using the proper touch method (backspace key not allowed on timed writings).

## OTEC 1102. Keyboard Skillbuilding

### 3 Credits (2+2P)

Continues development of speed and accuracy. A minimum average speed of 35 wpm on three five-minute timings is required.

#### Learning Outcomes

1. Demonstrate proper keyboarding techniques.
2. Type straight copy at a minimum rate of 35 GWAM for 5 minutes with no more than 5 errors using the proper touch method.
3. To be submitted for credit, timings must have no more than 5 errors (errors are not deducted from gross speed).

## OTEC 1103. Keyboard Skillbuilding II

### 3 Credits (2+2P)

Continues development of speed and accuracy. A minimum average speed of 45 wpm on three five-minute timings is required. Restricted to Community Colleges campuses.

#### Learning Outcomes

1. Demonstrate proper keyboarding techniques.
2. Type straight copy at a minimum rate of 45 GWAM for 5 minutes with no more than 5 errors using the proper touch method.
3. To be submitted for credit, timings must have no more than 5 errors (errors are not deducted from gross speed).

## OTEC 1125. Writing, Proofreading and Editing

### 3 Credits (2+2P)

Develop proofreading skills: punctuation, grammar, spelling and usage errors. Edit documents for appropriate content, conciseness, clarity and point of view. Compose effective business letters, e-mails, memos, and reports. Restricted to Community Colleges campuses.

**Prerequisite:** BUSA 1115.

#### Learning Outcomes

1. Apply document formatting standards for professional business correspondence.
2. Apply standard proofreader's marks when proofreading and editing.
3. Proofread and edit letters, memos, reports, and other business documents to produce a professional copy.
4. Review English mechanics (spelling, grammar, punctuation, and format).
5. Write business memos, letters, e-mails, and informal reports.
6. Rewrite and edit the message for organization, clarity, complete information, and conciseness.
7. Produce the message utilizing the correct design and format.

## OTEC 2260. Business Procedures

### 3 Credits (2+2P)

Covers office procedures, technology, human relations, ethics, telecommunications and job portfolio.

#### Learning Outcomes

1. Demonstrating strategies and tools for organizing your work area.
2. Demonstrating effective techniques for handling telecommunication.
3. Identifying unethical behavior in the workplace.
4. Demonstrating qualities of an effective team member.
5. Identifying methods for handling incoming and outgoing mail.
6. Planning and arranging domestic and international travel.
7. Planning a business meeting.
8. Demonstrating qualities of effective leaders.
9. Developing skills and qualities necessary for the administrative profession. 1
10. Completing an employment application, compose a letter of application, and prepare a resume for a specific administrative position. 1
11. Completing a mock interview.

## OTEC 2270. Medical Transcription

### 3 Credits (2+2P)

Reinforces medical terminology and develops proficiency in transcribing medical reports, forms, and other types of medical communications using correct format, grammar, punctuation, number, abbreviation, symbol, and metric measurement rules. Restricted to Community Colleges campuses only.

**Prerequisite:** HLSC 1510 and HLSC 1515 and BCIS 1750.

#### Learning Outcomes

1. Transcribe a variety of medical reports, letters, and memorandums according to the American Association for Medical Transcription (AAMT) and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) guidelines.
2. Apply correct grammar, word usage, and format or style.
3. Use punctuation, capitalization, abbreviations, and numbers correctly.
4. Demonstrate mastery of terminology, spelling, editing/proofreading, and transcribing skills.

## OTEC 2998. Internship I

### 1-3 Credits

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. C- or better in the course is required.

#### Learning Outcomes

1. Apply decision-making and problem-solving skills by setting goals and objectives, self-reflection, and self-assessment.
2. Model soft skills appropriate for a professional business workplace.
3. Determine effective communication in various workplace relationships.
4. Develop career planning skills that include conducting a job search, collecting references, building a resume, creating a cover letter, and interviewing techniques.

## OTEC 2999. Office Technology Capstone

### 3 Credits (2+2P)

Refines professional skills learned in the OAT program and ties all OAT coursework together. Restricted to Community Colleges campuses.

**Prerequisite:** OTEC 1102; and ACCT 1115; and BCIS 1750 or ENGL 2210G; and BCIS 1220.

**Learning Outcomes**

1. Construct professional, error-free business documents that demonstrate appropriate formats and ideas in clear, concise, and correct written and spoken language.
2. Utilize effective administration skills to enhance the productive operation of the workplace.
3. Demonstrate professional behaviors and workplace ethics for the professional office environment.
4. Demonstrate proficiency in the use of productivity software in business applications.