OFFICE TECHNOLOGY (OFFT)

OFFT 100. Introduction to MS Word. (1 Credit)
This hands-on course introduces the concept of using MS Word to create letters, memos, reports and other documents in a timely manner. Documents will be created with graphs, charts, and tables to make it easier to convey information. The course will also cover using borders, shading, bullets, spell check, and creating envelopes and labels. Window explorer is used to help students organize their files. MS Word software required. 1 credit (3 lecture hours), five weeks

OFFT 106. Personal Computer Keyboarding. (1 Credit)
The module includes learning the keyboard by touch, learning the use of computer features, and developing proper stroking techniques. Basic letter and report formatting are included. This course is directed to non-office technology majors. 1 credit (2 lecture hours), five weeks

OFFT 108. Introduction to MS Outlook. (1 Credit)
This hands-on course introduces the concepts of using MS Outlook personal management software as a management tool to organize and manage personal and business information. This tool consists of creating e-mail messages, signatures, distribution lists, contacts, calendar, tasks, notes, and journal. MS Outlook Software required. 1 credit (3 lecture hours), five weeks

OFFT 109. Introduction to MS PowerPoint. (1 Credit)
This hands-on course introduces the concepts of using MS PowerPoint presentation software to communicate effectively with an audience. The course will cover the basics of creating a presentation, using the design templates, adding text, tables, graphs, transition and animation to slides, formatting and printing of the presentation to be used as handouts. MS PowerPoint software required. 1 credit (3 lecture hours), five weeks

OFFT 110. Introduction to MS Excel. (1 Credit)
This hands-on course introduces the concept of using MS Excel spreadsheet software to create spreadsheets, lists, charts, formulas, and more. In addition, the course will cover working with multiple worksheets, formatting data and charts, vlookup, IF statements, and more. Spreadsheets provide the tools needed to manage, present and analyze numeric data for personal or business use. MS Excel software required. 1 credit (3 lecture hours), five weeks

OFFT 111. Keyboarding 1-A. (1 Credit)
Development of basic keyboarding techniques on computers, including learning the keyboard by touch, learning the use of the computer features/commands and developing proper techniques. Basic letter formatting is included. 1 credit (2 lecture hours), fall and spring semesters, eight weeks.

OFFT 112. Keyboarding 1-B. (1 Credit)
This course covers the development of computer keyboarding skills as well as speed and accuracy. Basic business/personal letters from text copy and script with envelopes, memos and tables are also covered. Students will also develop proofreading skills and use Macintosh software. Prerequisite: OFFT 111 with minimum grade of C or permission from instructor for OFFT majors; minimum grade of D for all other majors 1 credit (2 lecture hours), fall and spring semesters, eight weeks

OFFT 113. Keyboarding 2-A. (1 Credit)
Development of computer keyboarding skills in the production of diverse business letters and memo forms, complex tabulations, reports and manuscripts are covered in this course. Further development of speed and accuracy on production and straight-copy typing is also covered. Word software is used. Prerequisite: OFFT 112 with minimum grade of C or permission from instructor for OFFT majors; minimum grade of D for all other majors 1 credit (2 lecture hours), spring semester, eight weeks

OFFT 114. Keyboarding 2-B. (1 Credit)
The development of computer keyboarding skills in the production of business forms and templates such as purchase orders, form letters, business, standard and academic reports are covered in this course. Word software is used in this course, which also covers further development of speed and accuracy on production and straight-copy typing. Prerequisite: OFFT 113 with minimum grade of C or permission from instructor for OFFT majors; minimum grade of D for all other majors 1 credit (2 lecture hours), spring semester, eight weeks

OFFT 118. Intro to Database Software. (1 Credit)
The course provides an applied introduction to database concepts using MS Access software within the Windows environment. Topics include: relational database management system (DBMS) concepts, the creation and maintenance of MS Access databases, the creation of tables, forms, reports and queries, with data integration with MS Excel worksheets as time permits. Campus-wide elective. MS Access software required. 1 credit, five weeks.

OFFT 120. Introduction to MS Office I. (3 Credits)
This full semester course combines 8 weeks of MS Word with 5 weeks of MS PowerPoint and 2 weeks of MS Outlook - emphasizing formatting, punctuation, spelling and proofreading within both applications. In MS Word, topics such as development of complex tabulations, report formatting, column writing, designing letterhead, and developing a variety of marketing documents used in today's business are covered. Many Microsoft shortcuts/commands are emphasized to increase the productivity of the student. In Microsoft PowerPoint, the course will cover the creating of a presentation, using the design templates, adding text, tables, graphs, transition and animation to slides, formatting and printing of the presentation to be used as handouts. MS Outlook covers e-mail management, digital calendar, and utilizing the task list. MS Word, MS PowerPoint, and MS Outlook software required. 3 credits (2 lecture hours, 2 laboratory hours) Required of all Healthcare Office Coordinator Majors; can be used as an elective to other majors.

OFFT 130. Data Entry. (1 Credit)
Operating features of a microcomputer with practical business applications. Speed development of 10,000 key-strokes per hour. Campus-wide elective. 1 credit

OFFT 135. Machine Transcription. (2 Credits)
Integration of keyboarding skills with the operation of a transcription machine. Reinforcement of basic English skills, including spelling, punctuation, grammar, paragraphing, sentence construction, and proofreading skills. Mailable transcripts required for successful completion of the course. Prerequisite: Successful completion of OFFT 116 or HCOC 116 or permission of instructor 2 credits

OFFT 203. Introduction to MS Word II. (1 Credit)
This hands-on course introduces concepts using intermediate features of MS Word software to create form letters using mail merge, mailing labels, newsletters, reference documents, table of contents, an index, and an online form template. Course will also cover document collaboration, integration, and charting tools. Campus-wide elective. MS Word Software required. 1 credit, five weeks. Prerequisite: OFFT 100 (or permission from instructor)

OFFT 205. Introduction to MS Excel II. (1 Credit)
This intermediate MS Excel software course further analyzes basic spreadsheets to assist in a variety of problem solving scenarios using calculated field and other formula auditing functions. It assists with forecasting based on data presented within workbooks using a variety of Trendline charts, queries and other PowerTool reporting options. Campus-wide elective. MS Excel software required Prerequisite: OFFT 110 or permission from instructor 1 credit, five weeks

OFFT 210. Admin Secretarial Support Proc. (3 Credits)
Exploration of office operations and procedures, new developments in office information technology and equipment, communication transmittal systems, records management, and administrative office skills and responsibilities. Students will gain experience with voice digital recordings, facsimile, copy machines and telephones to better enhance their skill set. Prerequisite: OFFT 112 3 credits (3 lecture hours), fall semester

OFFT 220. Introduction to MS Office II. (3 Credits)
This course involves learning MS Excel and MS Access skills. It includes topics such as merge, sort, charts, filtering, pivot tables, queries, designing your own table, etc. Students gain experience and understanding of versatility within the databases. MS Excel and MS Access software required. 3 credits (4 laboratory hours)

OFFT 251. Office Management. (3 Credits)
A study of the operations, controls, problems, systems, and human relations in the changing electronic office age are included in this course. Topics include introduction of office management, human relations management, building an understanding of the management of office services, building an understanding of office systems, building an office management vocabulary, seeking employment as a supervisor/manager. Operation of office equipment, including word processors required. Prerequisites: OFFT 112, and OFFT 120 and OFFT 220, or permission of instructor. 3 credits (3 lecture hours), spring semester

OFFT 301. Advanced Medical Coding. (3 Credits)
This course is designed to utilize the student's previous learning experience to the variety of tasks and skills required for an administrative medical assistant dealing with coding. Students will be able to work on cases that are coded with service codes (CPT and HCPCS) and diagnosis codes (ICD-9-CM) in the outpatient settings of the clinic and outpatient departments of the hospital for both the physician and facility services. Prerequisite: OFFT 200- Medical Coding 3 credits (3 lecture hours)

OFFT 335. Advanced Medical Transcription. (3 Credits)
This is an advanced medical transcription course whereby students gain competence in transcribing the advanced materials provided in the textbook, which more closely resemble on-the-job tasks than in the initial stages of learning medical transcription. This course has strong emphasis on editing and critical thinking activities. Prerequisite: OFFT 235 Medical Transcription and OFFT 250 Medical Terminology, or permission of the instructor 3 credit hours (2 lecture hours, 2 laboratory hours), fall semester