OFFICE AUTOMATION/BTS (OFFPT)

Courses

OFFPT-190 DIRECTED STUDY IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-191 WORKSHOP IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-192 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-194 INTERNSHIP IN OFFICE TECHNOLOGY 1-12 Credits
OFFPT-194A INTERNSHIP IN OFFICE TECHNOLOGY I 6 Credits
Internship in Office Technology.

OFFPT-194B INTERNSHIP IN OFFICE TECHNOLOGY II 6 Credits
Continuation of OFFPT 194A as a 100-level Internship in Office Technology.

OFFPT-194C INTERNSHIP IN OFFICE TECHNOLOGY III 6 Credits
Continuation of OFFPT 194B as an intermediate 100-level internship in Office Technology.

OFFPT-194D INTERNSHIP IN OFFICE TECHNOLOGY IV 6 Credits
Continuation of OFFPT 194C as an intermediate to advanced 100-level Internship in Office Technology.

OFFPT-233 OFFICE PROCEDURES 3 Credits
Teaches technical office skills (filing, telephone techniques, mailing procedures, etc.). Prepares students to project a professional image.
Recommended Pre-requisite: WRPPT 200, 1 credit.

OFFPT-254 TRANSCRIPTION 3 Credits
Instruction and intensive practice in transcription procedures of mailable business copy from voice transcribers. Pre-requisites: WRPPT-200 (minimum 3 cr.) and GNPPT-122.

OFFPT-290 DIRECTED STUDY IN OFFICE 1-6 Credits
OFFPT-291 WORKSHOP IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-292 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-294 INTERNSHIP IN OFFICE TECHNOLOGY 1-12 Credits
OFFPT-294A INTERNSHIP IN OFFICE TECHNOLOGY I 6 Credits
Internship in Office Technology.

OFFPT-294B INTERNSHIP IN OFFICE TECHNOLOGY II 6 Credits
Continuation of OFFPT 294A as a 200-level Internship in Office Technology.

OFFPT-294C INTERNSHIP IN OFFICE TECHNOLOGY III 6 Credits
Continuation of OFFPT 294B as an intermediate 200-level Internship in Office Technology.

OFFPT-294D INTERNSHIP IN OFFICE TECHNOLOGY IV 6 Credits
Continuation of OFFPT 294C as an intermediate to advanced 200-level internship in Office Technology.

OFFPT-297 ADMINISTRATIVE ASSISTANT SIMULATION 3 Credits
Students nearing completion of the A.A.S degree in Administrative Assistant will have an opportunity to synthesize their knowledge of document preparation and retrieval, keying from rough draft, internal communications, databases and spreadsheet applications, transcription as well as other office activities. Upon completion students will demonstrate practical and working ability in completing tasks learned from individual courses required for a degree in Administrative Assistant.

OFFPT-390 DIRECTED STUDY IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-391 WORKSHOP IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-392 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-394 INTERNSHIP IN OFFICE TECHNOLOGY 1-12 Credits
OFFPT-394A INTERNSHIP IN OFFICE TECHNOLOGY I 6 Credits
Internship in Office Technology.

OFFPT-394B INTERNSHIP IN OFFICE TECHNOLOGY II 6 Credits
Continuation of OFFPT 394A as a 200-level Internship in Office Technology.

OFFPT-394C INTERNSHIP IN OFFICE TECHNOLOGY III 6 Credits
Continuation of OFFPT 394B as an intermediate 200-level Internship in Office Technology.

OFFPT-394D INTERNSHIP IN OFFICE TECHNOLOGY IV 6 Credits
Continuation of OFFPT 394C as an intermediate to advanced 200-level internship in Office Technology.
OFFPT-490 DIRECTED STUDY IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-491 WORKSHOP IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-492 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1-6 Credits
OFFPT-494 INTERNSHIP IN OFFICE TECHNOLOGY 1-12 Credits
OFFPT-494A INTERNSHIP IN OFFICE TECHNOLOGY I 6 Credits
Internship in Office Technology.

OFFPT-494B INTERNSHIP IN OFFICE TECHNOLOGY II 6 Credits
Continuation of OFFPT 494A as a 200-level Internship in Office Technology.

OFFPT-494C INTERNSHIP IN OFFICE TECHNOLOGY III 6 Credits
Continuation of OFFPT 494B as an intermediate 200-level Internship in Office Technology.

OFFPT-494D INTERNSHIP IN OFFICE TECHNOLOGY IV 6 Credits
Continuation of OFFPT 494C as an intermediate to advanced 200-level internship in Office Technology.