

# OFFICE TECHNOLOGY (OFFT)

## **OFFT 151 Keyboarding/Formatting I (4 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 4

Repeatable: 2 times

Develops techniques and proficiency in keyboarding. This course is for students with little or no previous keyboarding training. Course production work emphasizes various keyboarding projects, including reports, business letters, and tables. The course is designed for students interested in obtaining keyboarding ability to help them in their schoolwork and future professions.

## **OFFT 152 Keyboarding/Formatting II (3 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 3

Prerequisite: OFFT 151 with minimum grade of C.

Provides advanced drill work to develop speed and accuracy. This course includes business letters, tables, correspondence, reports, business forms, and punctuation.

## **OFFT 156 Keyboarding Speed/Accuracy Dev (1 Credit Hour)**

Type of credit: Occupational/Technical

Lab hours: 2

Repeatable: 2 times

Improves keyboarding speed and accuracy. Students will complete a series of computerized timed writings for both speed and accuracy. A variety of drills will be assigned to students. This course is offered in the Office Technology Lab where class time and the learning pace are set by the individual student within regularly scheduled lab hours.

## **OFFT 161 Proofreading (1 Credit Hour)**

Type of credit: Occupational/Technical

Lecture hours: 1

Prerequisite: INFT 131 or concurrent enrollment.

Develops the student's ability to locate errors commonly made in the areas of spelling, word division, capitalization, number usage, word usage, grammar, and punctuation. This is a valuable course for anyone involved in written communication.

## **OFFT 162 Pre-Transcription Skills (1 Credit Hour)**

Type of credit: Occupational/Technical

Lecture hours: 1

Prerequisite: LTRE 097 or ESL 097 with minimum grade of C or Academic placement measures.

Presents a review of punctuation, spelling, capitalization, number usage, and abbreviation style in a context that requires application for the purpose of proofreading and editing. Students must demonstrate a knowledge of syntax and sentence correctness necessary for the application of pre-transcription skills which meet business and industry standards.

## **OFFT 255 Office Procedures (4 Credit Hours)**

Type of credit: Occupational/Technical

Lecture hours: 4

Office Procedures is designed to give students an understanding of business from the standpoint of the administrative assistant and to study office procedures connected with correspondence, the telephone, filing principles, office systems, mail, reference books, and office relationships, such as the secretary's role in management.