



OFFICE TECHNOLOGY AS A CAREER

**Program Instructors/Advisors: Darrelyn Miller, (360) 538-4161
Scott Blankenship, (360) 538-4170**



<http://www.ghc.edu/voc/oftc.pdf>

OFFICE TECHNOLOGY AS A CAREER

Regardless of the field you are interested in, office professionals play a critical role in the successful operation of business. Administrative office positions exist in virtually every type of operation. With increasing opportunities in the computer industry, technology-savvy office professionals are in high demand.

If you are ready to discover a career in office technology, GHC's office technology program will get you ready with a foundation of computer software, administrative, and communication skills. We provide instruction in the most commonly used computer applications including Microsoft Word, Excel, and Access. You'll gain proficiency in business document formatting, ten-key, business English, desktop publishing, and speed and accuracy on the keyboard. With our up-to-date curriculum, you will be able to compete for jobs using current technology.

The GHC Office Technology program offers:

Associate in Applied Science Degree:
Office Technology

Certificates of Completion:
Office Technology
Medical Records Office Assistant*
Software Applications*

Certificates of Achievement:
Formatting and Publishing
Medical Coding*
Medical Transcription*
Microcomputer Applications
Microsoft Office Applications
Office Professional Certification

*** See the individual program information packets for these programs.**

Administrative assistant jobs are in demand. In today's business environment, communication and computer skills are valuable assets. You may begin as a receptionist and work your way up to a higher-paying position as an administrative assistant or office coordinator. Entry-level salaries range from \$19,000 to \$29,000 annually. Top professionals in this field have the potential to earn \$45,000 or more.

The Office Technology degree and certificate programs are offered during the day. Some evening courses are also available. The Medical Records Office Assistant-Clerical program core courses are primarily offered in the evening. More detailed information is available from instructors Darrelyn Miller (538-4161) or Scott Blankenship (538-4170).

Salary Expectations

For job opportunities and salary expectations, please see: <http://www.workforceexplorer.com/>

What Do I Need To Do First?

- **Apply for Admission** (<https://admissions.ctc.edu/applicant/welcome.cfm>)
- **Request Official Transcripts** from high school, previous colleges or GED certificate. Have them sent directly to GHC.
- **Take the College Placement Test (CPT).** Make an appointment at GHC Counseling Center (360-538-4099 or toll-free 1-800-562-4830). The CPT is not required if 100 level English and math were completed at another college.
- Meet with an entry advisor.
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OFFICE TECHNOLOGY
Associate in Applied Science Degree

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
CIS 161	Hardware and Software Installation/Configuration And Upgrade	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
OFTC 252	Desktop Publishing	5
OFTC 253	Integrated Software Applications	5
<i>Credits Required</i>		60

<u>Support Courses</u>		
ACCT 113	Introduction to Accounting I	5
BUS& 101	Introduction to Business	5
BA 140	Business English	3
<i>Credits Required</i>		13

<u>General Education Courses</u>		
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	
PSYCH 106	Applied Psychology	3-5
or		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	3-5
or		
SPCH 201	Fundamentals of Group Discussion	
<i>Credits Required</i>		11-15

Elective Courses
Elective courses must be approved by the student's academic advisor at Grays Harbor College.

Credits Required **0-3**
Minimum Credits Required **90+**
3 PE credits

Grays Harbor College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.



OFFICE TECHNOLOGY
Certificate of Completion

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Excel	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
<i>Credits Required</i>		33
<u>General Education Courses</u>		
BA 140	Business English	3
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	
PSYCH 106	Applied Psychology	3-5
or		
SOC& 101	Introduction to Sociology	
<i>Credits Required</i>		11-13
 <i>Minimum Credits Required</i>		 44

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FORMATTING AND PUBLISHING BUSINESS DOCUMENTS

Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.

<u>Core Courses</u>		<u>Credits</u>
CIS 140	Word Processing Applications	5
OFTC 113	Document Formatting	5
OFTC 252	Desktop Publishing	5
<i>Credits Required</i>		15

MICROCOMPUTER APPLICATIONS

Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers and accounting or CIS 102 and ACCT 113.

<u>Core Courses</u>		<u>Credits</u>
ACCT 176	Computerized Accounting Functions	3
CIS 125	Internet Fundamentals	5
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
<i>Credits Required</i>		25

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**GRAYS HARBOR
COLLEGE**

MICROSOFT OFFICE APPLICATIONS

Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.

<u>Core Courses</u>		<u>Credits</u>
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
<i>Credits Required</i>		17

OFFICE PROFESSIONAL CERTIFICATION

Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.

<u>Core Courses</u>		<u>Credits</u>
BA 140	Business English	3
CIS 140	Word Processing Applications	5
OFTC 115	Electronic Math Applications	3
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
<i>Credits Required</i>		21

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OFFICE TECHNOLOGY PROGRAM COURSE DESCRIPTIONS

ACCT 113 **5 Credits**
Introduction to Accounting I
Prerequisites: READ 090, completion of or current enrollment in MATH 093 or instructor permission.
Theory and practice of double-entry bookkeeping and accounting for professional, service and merchandising business organizations. Coverage of both cash and accrual systems with preparation of worksheets, adjusting and closing entries, reversing entries, and financial statements. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

ACCT 176 **3 Credits**
Computerized Accounting Functions
Prerequisites: ACCT 113 or ACCT 150; CIS 102 or instructor permission.
Introduction to computer applications in an accounting environment. Students will analyze transactions, enter data into a computerized accounting system and prepare various financial reports. Included are integrated general ledgers, accounts receivable and payable, depreciation, inventory and payroll systems. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

BUS& 101 (formerly BA 101) **5 Credits**
Introduction to Business
Prerequisites: Math 060 and READ 080 or instructor permission.
Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

BA 140 **3 Credits**
Business English
Prerequisite: A grade of "C" or better in ENGL 095 or placement in ENGL& 101; READ 090 or placement in READ 120.
The study of English grammar, spelling, and punctuation as particularly applied to business applications. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

CIS 102 **3 Credits**
Microcomputer Applications
Recommended Preparation: CIS 100 and CIS 101 or concurrent enrollment.
Prerequisite: READ 080.
This course introduces computer systems with emphasis on applications. Students will work with various applications including electronic spreadsheets, word processing and presentation software. 2 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

CIS 125 **5 Credits**
Internet Fundamentals
Prerequisite: CIS 102 with a grade of "C" or better or demonstrated proficiency using Windows XP measured by the ability to use the command line and Windows Explorer to locate, create, and manipulate folders and files; or instructor permission.
The goal of this course is to provide an introduction to Web Browsers, E-mail clients and Basic HTML. This course prepares students to work with and understand the basic concepts and terminology associated with the tools we use today when working with the Internet. Students will learn how to use and configure a web browser, how to use e-mail and finally how to be able to put together a basic web page using HTML tags. Optional lab components will be used to enhance student learning. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

CIS 131 **5 Credits**
Access
Prerequisite: CIS 102 or instructor permission.
This course teaches basic electronic database capabilities. The course emphasizes the skills necessary to create, edit and utilize a database. Filters, forms, queries and reports are covered. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

CIS 140 **5 Credits**
Word Processing Applications
Prerequisite: CIS 102 or instructor permission.
This course provides thorough coverage of text editing and formatting using word processing software. Tables, columns, styles, graphics, merge operations, and basic web design are covered. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

CIS 141 **2 Credits**
PowerPoint
Prerequisite: CIS 102 or instructor permission.
Students learn and apply intermediate and advanced features of Microsoft PowerPoint to create and modify presentations by customizing the color schemes; adding charts, diagrams, and graphs; importing Word and Excel documents; adding links and animation; and creating self-running presentations. 1 lecture hour; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

CIS 150 **5 Credits**
Excel
Prerequisites: MATH 093; CIS 102 or instructor permission.
This course teaches electronic spreadsheet capabilities in realistic private or business related problems. The course emphasizes the skills necessary to create, modify and print a worksheet and includes the use of functions, graphics, data lists, and other enhancements. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

CIS 161 **5 Credits**
Hardware and Software Installation/Configuration and Upgrade
Prerequisite: CIS 102 and CIS 125.
This course provides students with hands-on experience in installing microcomputer hardware and software. Students will also learn to diagnose and resolve common computer problems, increase performance, and provide for cost-effective and efficient maintenance schedules for PCs. 4 lecture hours; 2 lab hours. A vocational program course. May be used as a general elective in the AA degree.

ENGL& 101 **5 Credits**
English Composition I
Prerequisite: Appropriate English placement test score or a grade of "C-" or better in ENGL 095.
ENGL& 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. Included is an introduction to the research methods necessary for evidence-backed writing. Skills gained in this course should help students improve their performance of such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and research-backed reports, projects and papers. 5 lecture hours. Satisfies writing skills requirement for the AA degree.

OFFICE TECHNOLOGY PROGRAM COURSE DESCRIPTIONS

ENGL 150 **5 Credits**
Vocational/Technical and Business Writing
Recommended Preparation: Competence in basic computer operation or concurrent enrollment in CIS 100.
Prerequisite: Appropriate English placement score or a grade of "C-" or better in ENGL 095.

This course is designed for both vocational/technical and business students. It emphasizes written and oral communication required in the world of work. Major topics include business letters and memorandums, formal and informal reports, computer graphics, basic principles of technical writing, and oral presentations. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

OFTC 113 **5 Credits**
Document Formatting

Prerequisite: CIS 101 or keyboarding ability.

Students will learn rules for preparing business letters, memos, tables, forms, and various reports (including meeting minutes, agendas, and itineraries) using word processing software. Speed and accuracy in the preparation of mailable copy is emphasized. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

OFTC 115 **3 Credits**
Electronic Math Applications

Prerequisite: MATH 059 or MATH 060 or instructor permission.

Students will learn the touch system on electronic calculators using special time-saving functions to solve math applications. Proficiency in speed and accuracy of the 10-key pad is emphasized. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

OFTC 124 **2 Credits**
Keyboard Skillbuilding I

Prerequisite: CIS 101 or keyboarding ability.

This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

OFTC 205 **5 Credits**
Records Information Management

Prerequisites: MATH 093 and CIS 102 or instructor permission.

This course is a study of the principles of filing classification, storage, retrieval, and management of paper and electronic business records. Introduction to database software with hands-on practice in the maintenance and management of computerized databases. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

OFTC 220 **5 Credits**
Office Procedures and Ethics

Prerequisite: OFTC 113 or instructor permission.

This is a finishing course for students taking the office technology curriculum. Instruction and practice of office standards, routines, and procedures are given. Telephone/FAX usage, mail processing, email, communication, and human relations skills are included. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

OFTC 252 **5 Credits**
Desktop Publishing

Prerequisite: CIS 140 or instructor permission.

This course emphasizes professional use of desktop publishing software, including advanced text editing, in the production of various business documents. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

OFTC 253 **5 Credits**
Integrated Software Applications

Prerequisite: OFTC 252 or instructor permission.

This course is designed for the advanced student. It covers production jobs that would be expected of a secretary in an executive capacity utilizing integrated software packages. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

PSYCH 106 **3 Credits**
Applied Psychology

Applications of theory and current research in psychology with major topics of personality, decision making, communications, motivation, learning and the workplace. Focuses on individual and group thought and behavior in the world of work. Emphasis is placed on change, personal and professional growth. 3 lecture hours. May be used as a general elective in the AA degree.

SOC& 101 (formerly SOC 110) **5 Credits**
Introduction to Sociology

Recommended Preparation: ENGL 095 or placement in ENGL& 101.

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

SPCH 101 **5 Credits**
Fundamentals of Speech

Principles of effective oral communication including delivery, organization, content, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

SPCH 201 **3 Credits**
Fundamentals of Group Discussion

Introduction to problem solving in small groups. Emphasis is given to practical experience in group discussion participation and leadership. Additional attention is given to meeting management and panel discussion. 3 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

GRAYS HARBOR COLLEGE - Typical Student Schedule
OFFICE TECHNOLOGY - ASSOCIATE IN APPLIED SCIENCE DEGREE

1st Quarter

Course #	Course Title	Credits
BUS& 101	Introduction to Business	5
CIS 102	Microcomputer Applications	3
ENGL& 101	English Composition I	5
OFTC 124	Keyboard Skillbuilding I	2
TOTAL QUARTER CREDITS		15

2nd Quarter

Course #	Course Title	Credits
BA 140	Business English	3
CIS 140	Word Processing Applications	5
CIS 141	Power Point	2
OFTC 113	Document Formatting	5
TOTAL QUARTER CREDITS		15

3rd Quarter

Course #	Course Title	Credits
CIS 150	Excel	5
OFTC 115	Electronic Math Applications	3
OFTC 205	Records Information Management	5
ENGL 150	Vocational/Technical/Business Writing	5
TOTAL QUARTER CREDITS		18

4th Quarter

Course #	Course Title	Credits
ACCT 113	Introduction to Accounting I	5
CIS 125	Internet Fundamentals	5
SOC& 101	Introduction to Sociology	5
TOTAL QUARTER CREDITS		15

5th Quarter

Course #	Course Title	Credits
CIS 161	Hardware and Software Installation/Configuration and Upgrade	5
OFTC 252	Desktop Publishing	5
SPCH 101	Fundamentals of Speech	5
	ELECTIVE	1
TOTAL QUARTER CREDITS		16

6th Quarter

Course #	Course Title	Credits
CIS 131	Access	5
OFTC 220	Office Procedures and Ethics	5
OFTC 253	Integrated Software Applications	5
	ELECTIVE	4
TOTAL QUARTER CREDITS		19

PLEASE NOTE: Students may substitute *PSYCH 106* for *SOC& 101*; *SPCH 201* for *SPCH 101*.

GRAYS HARBOR COLLEGE - Typical Student Schedule
OFFICE TECHNOLOGY – CERTIFICATE OF COMPLETION

1st Quarter

Course #	Course Title	Credits
BA 140	Business English	3
CIS 102	Microcomputer Applications	3
ENGL 150	Vocational/Technical/Business Writing	5
OFTC 113	Document Formatting	5
	ELECTIVE	1
TOTAL QUARTER CREDITS		17

2nd Quarter

Course #	Course Title	Credits
CIS 140	Word Processing Applications	5
CIS 150	Excel	5
OFTC 220	Office Procedures and Ethics	5
TOTAL QUARTER CREDITS		15

3rd Quarter

Course #	Course Title	Credits
OFTC 115	Electronic Math Applications	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
PSYCH 106	Applied Psychology	3
TOTAL QUARTER CREDITS		13

PLEASE NOTE: *Students may substitute ENGL& 101 for ENGL 150; SOC& 101 for PSYCH 106.*

GRAYS HARBOR COLLEGE - Typical Student Schedule
FORMATTING/PUBLISHING BUSINESS DOCUMENTS – CERTIFICATE OF ACHIEVEMENT

1st Quarter

Course #	Course Title	Credits
OFTC 113	Document Formatting	5
TOTAL QUARTER CREDITS		5

2nd Quarter

Course #	Course Title	Credits
OFTC 252	Desktop Publishing (only offered winter quarter)	5
TOTAL QUARTER CREDITS		5

3rd Quarter

Course #	Course Title	Credits
CIS 140	Word Processing Applications	5
TOTAL QUARTER CREDITS		5

GRAYS HARBOR COLLEGE - Typical Student Schedule
MICROCOMPUTER APPLICATIONS – CERTIFICATE OF ACHIEVEMENT

1st Quarter

Course #	Course Title	Credits
CIS 125	Internet Fundamentals	5
CIS 140	Word Processing Applications	5
TOTAL QUARTER CREDITS		10

2nd Quarter

Course #	Course Title	Credits
ACCT 176	Computerized Accounting Functions	3
CIS 150	Excel	5
TOTAL QUARTER CREDITS		8

3rd Quarter

Course #	Course Title	Credits
CIS 141	Power Point	2
CIS 131	Access	5
TOTAL QUARTER CREDITS		7

GRAYS HARBOR COLLEGE - Typical Student Schedule
MICROSOFT OFFICE APPLICATIONS – CERTIFICATE OF ACHIEVEMENT

1st Quarter

Course #	Course Title	Credits
CIS 131	Access	5
TOTAL QUARTER CREDITS		5

2nd Quarter

Course #	Course Title	Credits
CIS 140	Word Processing Applications	5
CIS 141	Power Point	2
TOTAL QUARTER CREDITS		7

3rd Quarter

Course #	Course Title	Credits
CIS 150	Excel	5
TOTAL QUARTER CREDITS		5

GRAYS HARBOR COLLEGE - Typical Student Schedule
OFFICE PROFESSIONAL CERTIFICATION – CERTIFICATE OF ACHIEVEMENT

1st Quarter

Course #	Course Title	Credits
BA 140	Business English	3
TOTAL QUARTER CREDITS		3

2nd Quarter

Course #	Course Title	Credits
CIS 140	Word Processing Applications	5
OFTC 115	Electronic Math Applications	3
TOTAL QUARTER CREDITS		8

3rd Quarter

Course #	Course Title	Credits
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
TOTAL QUARTER CREDITS		10