Office Administration (OA)

OFFICE ADMINISTRATION (OA)

111. Shorthand I. Credit 3 hours. Prerequisite: Knowledge in touch keyboarding. This is a thorough study of the principles of shorthand including theory, review, and applications. Students who have credit for Office Administration 112 or 215 may not enroll in this course.

112. Shorthand II. Credit 3 hours. Prerequisites: Office Administration 111 or high school equivalent and Office Administration 123 or high school typewriting. This course is a review of the shorthand principles with emphasis on the acquisition of a basic writing vocabulary, reinforcement of language arts skills, and development of speed and accuracy in taking and transcribing notes.

120. Touch Keyboarding. Credit 1 hour. Emphasis is on the touch technique of keyboarding using computer keyboards and/or electronic typewriters. Students who have received prior credit for OA 123, OA 124, or OA 223 will not receive credit in this course.

123. Keyboarding I Basic. Credit 3 hours. Emphasis is on the computer keyboard and word processing software in conjunction with the fundamentals of technique, rhythm, and accuracy and on formatting business documents such as letters, memos, reports, and tables. (Students who have received credit for OA 124 and 223 will not receive credit for this course.)

124. Keyboarding II Applications. Credit 3 hours. Prerequisites: Office Administration 123 or equivalent. Emphasis is on the mastery of word processing software and the acquisition of speed and accuracy in keyboarding letters, memos, reports, and other business documents.

130. Word Processing Basic. Credit 3 hours. Prerequisite: Office Administration 120 or 123 or equivalent. Emphasis is on beginning applications of appropriate word processing software using microcomputers. This course cannot be used to apply toward a degree in Office Administration.

131. Word Processing II Applications. Credit 3 hours. Prerequisite: OA 124 or knowledge of word processing applications. Emphases are on concepts and applications of appropriate word processing software using microcomputers for the production of mailable documents.

210. Microcomputer Applications for Office Personnel. Credit 3 hours. Prerequisites: Knowledge of keyboard and fundamental knowledge of computers. Emphasis is on hands-on usage of microcomputer applications needed by business personnel, such as information/word processing, data base management, spreadsheets and graphics, and other relevant applications as developed.

215. Shorthand III Transcription. Credit 3 hours. Prerequisites: Office Administration 112 and 124. Emphasis is on speed and accuracy in writing and transcribing shorthand to produce mailable copy, as

well as concepts and applications of voice processing.

223. Keyboarding III Production. Credit 3 hours. Prerequisites: OA 124. Continued emphasis is on the acquisition of speed and accuracy in all phases of production keyboarding using word processing software.

231. Word Processing III Desktop Publishing. Credit 3 hours. Prerequisite: OA 131 or OA 210 or CMPS 110. Emphasis is on desktop publishing and graphics using microcomputers for the production of newsletters, brochures, signs, etc.

234. Business Communications. Credit 3 hours. Prerequisite: English 102. A study of fundamental business communications, business letters, and reports. 235. Communication for International Business. Credit 3 hours. International and cross-cultural communication problems of multinational organizations. Analysis of the role of cultural and linguistic barriers to objectives-oriented communication in international business. Some attention to domestic cross-cultural business communication problems.

253. Electronic Office Procedures. Credit 3 hours. Prerequisite: OA 124 or OA 131. Emphasis is on skills and abilities needed to perform at the operational level in the modern office.

254. Office Simulation. Prerequisites: Office Administration 210, 231, and 253. Students will participate in an office simulation designed to refine electronic office procedures and human relations skills in a realistic business setting.

351. Telecommunications in Business. Credit 3 hours. Prerequisite: Junior standing or permission of the Department Head. Theory of electronic systems. Applications to networking capabilities of microcomputers. Issues related to telecommunications.

395. Special Topics in Business Communication. Credit 3 hours. Prerequisite: OA 234 or consent of instructor. Interdisciplinary investigation and presentation of current and relevant business communication issues which can affect achievement in the free enterprise system. May be repeated once for a total of six credit hours.

410/510 [407/507 and 408/508]. Office Systems Management. Credit 3 hours. Prerequisite: Junior standing. Emphasis is on the study of managerial and supervisory processes in the modern office and/or information processing system.

651. Technology in Business Communication. Credit 3 hours. Prerequisite: MBA student or permission of instructor. Exploration of the capabilities of contemporary technological communication networks with emphasis on applications such as e-mail, academic research, discussion groups, marketing application, electronic presentations, and individual home-page construction.

681. Administrative Communication Theory. Credit 3 hours. A study of administrative communication

theory and practice as it relates to various types of organizations and their goals. Emphasis is directed toward improving communication skills of administrators in business, education, government, and other organized groups in reaching their purposes and goals.

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