

# Office Technology Information

The office technology information program is one of the most established and respected programs within the office technology information discipline. It is a computer-based program in which office technology information theory and practice receive equal emphasis as applied to both financial and managerial office technology information issues. It intends to support the career objectives of those looking to enter the job market upon graduation, as well as the academic needs of those looking to pursue advanced degrees. Required course work covers areas critical to success in today's office technology information workplace:

- Technical office technology information knowledge
- Communication and interpersonal skills
- Career-related computer literacy
- A laptop computer is recommended, but not required, for students entering the office technology information program.

## Courses

Course Number	Course Title	Credits
OFTI 1100	Keyboarding and Document Fundamentals	3 Credits
OFTI 1105	Speed Development Keyboarding	3 Credits
OFTI 1110	Document Formatting	3 Credits
OFTI 1130	Business Correspondence	3 Credits
OFTI 1200	MS Office for Professional Staff	3 Credits
OFTI 1203	E-Mail and Electronic Communication	3 Credits
OFTI 1210	Word Processing I	3 Credits
OFTI 1215	Adv Word Processing/Desktop Publishing	3 Credits
OFTI 1218	MS Word Desktop Publishing	2 Credits
OFTI 1250	Electr Presentatn-Business Professionals	3 Credits
OFTI 1300	Virtual Office Assistant	3 Credits
OFTI 1820	Selected Topics in Office Technology Inf	3 Credits
OFTI 1824	Selected Topics in Office Technology Inf	2 Credits
OFTI 1827	Selected Topics in Office Technology Inf	1 Credits
OFTI 1840	Independent Study - Individualized	1-4 Credits
OFTI 2500	Professional Office Capstone	3 Credits
OFTI 2600	Professional Development	3 Credits
OFTI 2860	Internship (Career & Technical Ed)yCoop Ed/Internship Occup	1-4 Credits

Course Number	Course Title	Credits
OFTI 2865	Internship Advanced (Career & Tech Ed)	1-4 Credits