The Office Administration and Technology Program prepares students for employment as Administrative Assistants, Legal Administrative Assistants, Office Systems Specialists, and/or Client Relations Specialists. Students find learning convenient through a variety of face-to-face and online courses taught by South Central College's knowledgeable and experienced faculty. Office Administration and Technology graduates locate career opportunities in a variety of fields, such as engineering, agriculture, education, government, manufacturing, banking, law-related offices, and medical facilities. Employers hire South Central College graduates because of their excellent computer application skills, professionalism, customer relations, and communication skills. The Office Administration and Technology program is a PC-based (not MAC-based) and Microsoft-based program.

Basic Entrance Requirements:
Students must either currently have or attain the skills in the following courses: Computer Software for College (OTEC1001) and Keyboarding for College (OTEC1790)

COURSE DESCRIPTIONS

**OTEC1800**
Keyboarding I

3.00 Credits

This course reviews basic keyboarding techniques using the touch method. Emphasis is on building speed and accuracy on a computer keyboard. Basic formatting concepts for producing documents such as letters, envelopes, memos, tables, and reports will be introduced. Proofreading skills will be emphasized. **This course is PC based (not MAC based) and Microsoft Word based.** (Minimum keyboarding speed of 35 words per minute)

**OTEC2800**
Keyboarding II

3.00 Credits

This course covers the continuing development of keyboarding speed and accuracy. More advanced document formatting, such as letters, tables with special features, templates, labels, mail merges, multi-page reports, columns, etc., may be included. Students will continue to develop proofreading skills as they format documents from straight copy, rough draft, handwritten copy, and arranged and unarranged sources. **This course is PC based (not MAC based) and Microsoft Word based.** (Prerequisite: OTEC1800 or a minimum keyboarding speed of 45 words per minute accurately with advisor approval)