

OFFICE MANAGEMENT TECHNOLOGY

OFFICE MANAGEMENT TECHNOLOGY (OMT) ASSOCIATE IN APPLIED SCIENCE DEGREE

The Office Management Technology curriculum provides instruction to prepare students to assume roles as office professionals in a global and ever-changing society. Office Management Technology Program Outcomes:

Upon completion of the OMT AAS degree students will be able to:

1. Operate new office technologies as they are developed and implemented.
2. Apply skills, knowledge, and personal traits to perform day-to-day administrative tasks and produce a series of documents using various office applications.
3. Apply critical thinking skills to solve office related issues and advance the goals of an organization.

FIRST SEMESTER – FALL		CREDIT HOURS
OMT 102	Keyboarding and Document Formatting.....	2
OMT 140	Office Orientation.....	3
OMT 206	Presentation Software Fundamentals	1
OMT 207*	Presentation Software Advanced	2
OMT 210	Word Processing Software Fundamentals	1
OMT 211*	Word Processing Software Advanced	2
	Science and/or Math	4
	Total	15
SECOND SEMESTER – SPRING		
BUS 111	Introduction to Business	3
OMT 215*	Medical Office Practices	3
OMT 216	Spreadsheet Software Fundamentals	1
OMT 223	Spreadsheet Software Advanced	2
OMT 218	Database Software Fundamentals	1
OMT 219*	Database Software Advanced	2
	Communications	6
	Total	18

2018-2019 CATALOG

THIRD SEMESTER – FALL

BUS	101	Financial Accounting.....	3
OMT	125*	Records Management	3
OMT	127*	Electronic Recordkeeping.....	3
OMT	131	Introduction to Windows	1
OMT	242	Business Communications	3
		Humanities.....	3
			<hr/> Total 16

FOURTH SEMESTER – SPRING

BUS	130	Accounting with Quickbooks I.....	1
BUS	131	Accounting with Quickbooks II.....	1
OMT	214*	Office Supervision.....	3
OMT	250	Integrated Office Simulation	3
OMT	253	Successful Career & Life Strategies.....	2
		Social/Behavioral Science	5
			<hr/> Total 15
			Overall Total 62

*Students are urged to take courses in the sequence as listed above. The courses marked with an * are only offered in the semester listed.

NOTES:

Candidates for the Associate in Applied Science degree must earn a minimum of 16 semester hours in general education courses.