Course Descriptions for all OFFICE ADMINISTRATIVE ASSISTANT courses
(in order by semester)

CMTH 102 Speech Communication (Cr3) (3:0)
Basic principles of communication theory and practice, including speech preparation and delivery, and the effective use of critical thinking and listening in relation to intrapersonal, interpersonal, intercultural, and group communication.

ENGL 101 English I (Cr3) (3:0)
A writing-intensive course giving close attention to the process of writing through networked workshops and conferences involved in preparation and revision of drafts. The course develops skills in logical and focused writing, through development of a main point by means of supporting ideas and evidence. In addition, students learn to integrate information from secondary sources through the use of summary, paraphrase, and direct quotation in various forms of thesis-based writing. Prereq. - Competence in reading and writing as determined by English Department through testing and/or course work. Approved for the Honors Program.

OFAD 101 Keyboarding & Formatting Essentials I (Cr3) (3:0)
This course will focus on the introduction and development keyboarding methodology through touch typing. Emphasis will also be placed on the formatting skills required to master the preparation of business letters, reports, tables, memorandums, and resumes. Correct technique is strongly encouraged, and a minimum typing speed of 30 words per minute is required to successfully complete the course.

OFAD 144 Introduction to Outlook (Cr1) (1:0)
This introductory course develops skill in utilizing all components of Microsoft Outlook, an information management application that provides tools to send and receive email, organize schedules and events, maintain contacts, to-do-lists and notes. Organizing and managing information is a fundamental skill required in today's society, and while anyone can benefit from this course, these skills are extremely important to those preparing for a career in a business, legal, or medical office. Also available in a hybrid format.

OFAD 149 PowerPoint (Cr1) (1:0)
This introductory course develops skills in mastering the fundamentals of Microsoft PowerPoint, a presentation software program that offers students, regardless of career focus, the skills to plan a variety of presentations for an audience. The creation and sharing of professional-quality slide technologies along with a basic understanding of how to plan a presentation from inception to delivery.

OFAD 151 Computer Fundamentals (Cr1) (1:0)
This introductory course is designed to develop computer skills for personal and/or vocational objectives. Topics include the basics of using and maintaining a Windows-based computer, digital file management, and accessing the Internet to communicate and locate information. Students also learn to use the institution's course management system and current social networking sites.

ARTA 170 Computer Graphics (Cr4) (2:4)
Introduction to computer graphics and basic design principles. Utilizing Adobe Photoshop and Illustrator
software, students will learn the fundamentals of digital design, image editing/scanning and printing. Assignments, both in and outside of the classroom, will be contextually based, providing real world applications with each lesson.

**ENGL 151 English II (Cr3) (3:0)**
Students continue to develop the academic writing and critical reading skills begun in English I. Students may elect to work on introduction to literature (L), report writing (R), or technical writing (T). Prereq.- ENGL 101. ENGL 151L (literature option) is approved for the Honors Program and has a designated as a Diversity (D) core course.

**OFAD 121 Keyboarding & Formatting II (Cr3) (3:0)**
This course will focus on reinforcement of correct "touch" keyboarding techniques with emphasis on speed and accuracy. Develops mastery of formatting "mailable" business documents using Microsoft Word to accomplish the following: complex letters, a variety of business reports, memos and memo reports, enhanced complex tables, and template modification and application with a minimum speed of 40 words for course completion. Also available in a hybrid format. Prereq. - OFAD 101.

**OFAD 141 Introduction to Word (Cr1) (1:0)**
This introductory course is designed for personal and / or vocational use for students wishing to master the fundamentals of Microsoft Word; creation and formatting of letters, reports, labels and flyers; insertion of graphic components to Word documents and introduction to mail merge.

**OFAD 142 Introduction to Excel (Cr1) (1:0)**
This introductory course is designed for personal and / or vocational use for students wishing to master the fundamentals of Microsoft Excel; creation and formatting of worksheets and charts, creation of formulas, use of functions and graphic features of Excel.

**OFAD 143 Introduction to Access (Cr1) (1:0)**
This introductory course is designed for personal and / or vocational use for students wishing to master the fundamentals of Microsoft Access; creation, modification and sorting of database tables; extracting information via queries; creation of forms and reports; importing and exporting Access data with Microsoft Word and Excel software including mail merge.

**ACCT 100 Accounting for Non-Accountants (Cr3) (3:0)**
Introduces financial concepts to non-business majors; emphasizes the preparation of internal and external reports for use in the decision making process of business entities. Only one of the following: ACCT 100 or ACCT 101 may be applied to a degree. ACCT 100 cannot be used as a substitute for ACCT 101.

**ARTA 171 Desktop Publishing (Cr4) (2:4)**
Desktop Publishing is an introductory course in the use of industry standard page layout software. Students will learn the basic concepts for print design utilizing text, images, and graphics.

**OFAD 201 Advanced Document Production (Cr3) (3:0)**
This course focuses on effective utilization and further development of advanced word processing and spreadsheet software features used in preparing and formatting various documents according to a variety of style guides and resources. Emphasis is placed on extreme accuracy, mail-ability, and high-
level production using simulated information-processing projects that resemble applications that would be required in modern office environments. Prereq. - OFAD 121.

**OFAD 125 WordPerfect (Cr3) (3:0)**
This course will focus on the development of the skills required to prepare, format and save documents using WordPerfect software as required in a professional office environment. Emphasis will be placed on document accuracy; including formatting, spelling and grammar, as well as overall professional appearance. Particular attention will be paid to mastering file management, composing and producing professional quality correspondence, including emails, resumes and cover letters.

**OFAD 221G Business Communications (Cr3) (3:0)**
Comprehensive overview of the communications processes with special emphasis on practical workplace applications; students assess and develop their listening, speaking, writing, and research skills as they prepare business letters, memos, reports, presentations, proposals, and employment packages; students plan and conduct business meetings and practice effective group problem-solving skills. Only one of the following: BUSA 221 or OFAD 221 may be applied to a degree. Prereq. - ENGL 151 and CMTH 102.

**OFAD 230 Modern Office Procedures (Cr3) (3:0)**
Procedures for dealing with people, communication, travel, meeting arrangements, records management, as well as other support functions needed in today's automated office; dress, grooming and personality; prepares a student to function as an administrative assistant in a modern office setting. Prereq. - OFAD 121. Offered spring semester only.

**OFAD 250 Internship (Cr3) (1:6)**
This course includes preparatory seminars preceding placement of each student in an office setting appropriate to the course of study. The onsite experience includes the assignment by faculty in an environment where the intern will be supervised by an onsite experienced mentor, maintenance of a daily journal during the actual work experience and development of a detailed procedures manual which reflects office operations. Prereq. - BUSA221G, Pre- or coreq.- OFAD 240.