OFFICE TECHNOLOGY INFORMATION (OFTI)

OFTI 1100
Keyboarding and Document Fundamentals
3 Credit Hours
Beginning keyboarding course designed for the student with limited keyboarding experience. (3 lecture hours)
Course types: Contemporary Life Skills (A.A., A.S., A.A.S., A.G.S.)

OFTI 1110
Document Formatting
3 Credit Hours
Format and produce academic, business, and personal documents using word processing software in mailable format. Knowledge of word processing is recommended. Completion of OFTI 1100 or OFTI 1105 with a grade of C or better or 25 words per minute keyboarding speed is recommended. (3 lecture hours)

OFTI 1130
Business Correspondence
3 Credit Hours
Basic instruction and practice in developing the vital employment skills of planning, writing and formatting effective business communication including sentences, paragraphs, memos, letters, e-mail, and formal and informal reports. Includes current business spelling, punctuation and grammar skills. Keyboarding skills and word processing knowledge are recommended for successful completion of this course. (3 lecture hours)

OFTI 1200 (BUS 902)
Microsoft 365 for Business Professionals
3 Credit Hours
Introductory course in Microsoft 365 utilizing the basic functions of file management, operating system, browser, word processing, spreadsheet, electronic presentation, and database software. Designed for the office professional or individuals wishing to learn and/or upgrade Microsoft 365 skills. May not be substituted for CIS 1205. Keyboarding skills recommended. (3 lecture hours)
Course types: Contemporary Life Skills (A.A., A.S., A.A.S., A.G.S.)

OFTI 1201
Advanced Microsoft 365
3 Credit Hours
Advanced course designed to elevate proficiency and collaboration in Microsoft 365 applications including, but not limited to, SharePoint, Teams, Project, Power Automate, Forms, Power BI, OneNote, and CoPilot. (3 lecture hours)

OFTI 1203
E-Mail and Electronic Communication
3 Credit Hours
Introductory course using Microsoft Outlook emphasizing efficient use of e-mail, calendar, tasks, and notes. Social media for business professionals will be included. Keyboarding skills and knowledge of Windows operating system are recommended. (3 lecture hours)

OFTI 1210
Word Processing I
3 Credit Hours
Word processing functions using a specific word processing software package, which may include insert, delete, cut, paste, find, replace, document formatting, margins, tabs, spell checker, thesaurus, grammar checker, pagination, page numbering, indent, printing, line spacing, justification, centering, view modes, multiple windows, footnotes, endnotes, headers, footers, disk maintenance, folders and document formats. Introduces merge, tables, borders, images and drawing objects. Keyboarding skills required for successful completion. (3 lecture hours)
Course types: Contemporary Life Skills (A.A., A.S., A.A.S., A.G.S.)

OFTI 1215
Advanced Word Processing/ Desktop Publishing
3 Credit Hours
Advanced word processing course that integrates desktop publishing applications. (3 lecture hours)
Prerequisite: OFTI 1210 with a grade of C or better, or equivalent.

OFTI 1250
Electronic Presentations for Business Professionals
3 Credit Hours
Design, prepare and present effective business presentations utilizing current electronic presentation software and design techniques. Techniques for assessing a business presentation situation and delivering a successful electronic presentation. Keyboarding skills recommended for successful completion of this course. (3 lecture hours)

OFTI 1300
Virtual Office Assistant
3 Credit Hours
Explores fundamentals of providing administrative support remotely through technology. Virtual Office Assistant (VOA) topics include telecommuting, types of virtual offices, setup and management of a virtual office, technologies and skills needed, effective communication, and job opportunities. (3 lecture hours)

OFTI 1820
Selected Topics in Office Technology Information
3 Credit Hours
Introductory discussion, review and analysis of a selected topic in Office Technology Information, which will be specified in the subtitle of the course as listed in the Class Schedule. Specifically designed to address topics that necessitate a broader scope, greater depth and fuller assimilation of the course materials. This course may be taken four times for credit if different topics are selected each time. (3 lecture hours)

OFTI 1824
Selected Topics in Office Technology Information
2 Credit Hours
Introductory discussion, review and analysis of a selected topic in Office Technology Information, which will be specified in the subtitle of the course as listed in the class schedule. Specifically designed to address topics that necessitate a broader scope, greater depth and fuller assimilation of the course materials. This course may be taken four times for credit if different topics are selected each time. (2 lecture hours)

OFTI 1827

Selected Topics in Office Technology Information

1 Credit Hour

Introductory discussion, review and analysis of a selected topic in Office Technology Information, which will be specified in the subtitle of the course as listed in the class schedule. Specifically designed to address topics that necessitate a broader scope, greater depth and fuller assimilation of the course materials. This course may be taken four times for credit if different topics are selected each time. (1 lecture hour)

OFTI 1840

Independent Study - Individualized

1-4 Credit Hours

Exploration and analysis of topics within the discipline to meet individual student-defined course description, goals, objectives, topical outline and methods of evaluation in coordination with and approved by the instructor. This course may be taken four times for credit as long as different topics are selected. (1 to 4 lecture hours)

Prerequisite: Consent of instructor is required.

OFTI 2500

Professional Office Capstone

3 Credit Hours

Capstone course designed with an emphasis on the professional role of the office support staff. Focus is on technological advances, decision making, and problem-solving skills. Trends in electronic mail, calendaring, and scheduling will be presented. Includes collecting and presenting data, utilizing software application, maintaining financial records, developing telephone techniques, arranging travel plans, and organizing conferences. (3 lecture hours)

Prerequisite: OFTI 1110, OFTI 1130, and OFTI 1200, all with a grade of C or better or equivalent or consent of instructor.

OFTI 2600

Professional Development

3 Credit Hours

Capstone course designed to develop people skills essential in the working environment. For students who have completed at least 60 percent of the credits required for a certificate or degree program. Topics include human relations, professional presence, team building, ethics, stress management, diversity and communication skills relating to individuals, organizations and client relations. Emphasis is placed on employment opportunities including job search skills, advancement opportunities, networking, and interviewing. Keyboarding skills recommended for successful completion of this course. (3 lecture hours)

Course types: Human Relations (A.A., A.S., A.A.S., A.G.S.)

OFTI 2860

Internship (Career & Technical Ed)

1-4 Credit Hours

Course requires participation in Career and Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. (5 to 20 lab hours)

Prerequisite: Consent of instructor and 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the dean from the academic discipline where the student is planning to earn credit.

Course types: Contemporary Life Skills (A.A., A.S., A.A.S., A.G.S.)

OFTI 2865

Internship Advanced (Career & Tech Ed)

1-4 Credit Hours

Continuation of Internship (Career and Technical Education). Course requires participation in Career & Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. (5 to 20 lab hours)

Prerequisite: Consent of instructor and 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the dean from the academic discipline where the student is planning to earn credit.

Course types: Contemporary Life Skills (A.A., A.S., A.A.S., A.G.S.)