

OFFICE TECHNOLOGY (OFF)

OFF 101

Introduction to Microsoft Office Applications

3.5 Units (AA/AS; CSU)

54 lecture hours, 36 lab hours

Grade Mode: Pass/No Pass, Standard Letter

This course is an introduction to the Microsoft Office Suite applications to emphasize the creation, editing, updating and integration of business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook), the Windows Operating System and the Internet.

OFF 120

Microsoft Excel

3 Units (AA/AS; CSU)

54 lecture hours, 18 lab hours

Grade Mode: Pass/No Pass, Standard Letter

An Excel worksheets and workbooks course to include: formatting, calculating sums, formulas, charts, enhancing the worksheet, and making decisions using the IF function, completing financial functions, data lists, large workbooks using templates, using advanced sorting and filtering, creating charts, diagrams, and templates, creating PivotTable, PivotChart reports, and auditing worksheets, using data analysis, solver, and scenario features, using macros, and Visual Basic for applications, external data, database functions, side-by-side tables, and collaborating with others and preparing a workbook for distribution.

OFF 215

Microsoft Outlook

2 Units (AA/AS)

36 lecture hours

Grade Mode: Pass/No Pass, Standard Letter

Strongly recommended: ITIS 099.

An introduction to Microsoft Outlook scheduling and organizing program. Topics include creating and editing a calendar, contacts, task list, journal, notes, synchronizing personal digital assistant, and communicating with an electronic mail system.

OFF 260

Computer Keyboarding and Document Processing

3.5 Units (AA/AS; CSU)

54 lecture hours, 36 lab hours

Grade Mode: Pass/No Pass, Standard Letter

Strongly recommended: ENGL 101.

This course introduces skills and techniques fundamental to touch keyboarding on a microcomputer. This course also introduces document processing of letters, memorandums, reports and tables and is open to students with no previous keyboard experience.

OFF 281

Filing and Records Management

3 Units (AA/AS)

54 lecture hours

Grade Mode: Pass/No Pass, Standard Letter

An overview of records management which involves practical fundamentals of records management, basic filing principles, procedures, and systems. Including an introduction to the Association of Records Managers and Administrators. Emphasis is on non-correspondence records, information storage, and retrieval systems. Management aspects of records retention, disposition, and the operation of a records management program.

OFF 285

Administrative Office Procedures

3 Units (AA/AS)

54 lecture hours

Grade Mode: Pass/No Pass, Standard Letter

This is a course in office procedures and protocol for the person preparing for an office career. It emphasizes continuous self-evaluation and self-development in the areas of basic office skills, professional responsibilities, communication, and human relations.

OFF 294

Microsoft Word

3 Units (AA/AS)

54 lecture hours, 18 lab hours

Grade Mode: Standard Letter

Word processing concepts with topics to include: creating and editing text and printing office documents such as letters from templates, research papers, resume, mail merge, and newsletters. Creating mailing labels, using styles and creating multi-level lists and charts. Using mark-up tools, building reusable documents, advance table features, creating mass mailings, creating standardized forms, working with long documents, embedding, linking objects using Macros, and integrating Word with PowerPoint. This course will also include proofreading and editing skills.

OFF 698A

Cooperative Education

1 Unit (AA/AS)

60 lab hours arranged

Grade Mode: Pass/No Pass, Standard Letter

Prerequisite(s): The student must be simultaneously enrolled in a class that relates to the Cooperative Education class.

A course designed to assist students in planning and accomplishing meaningful learning objectives related to office technology at their place of volunteer employment or training sites.

OFF 698B

Cooperative Education

2 Units (AA/AS)

120 lab hours arranged

Grade Mode: Pass/No Pass, Standard Letter

Prerequisite(s): The student must be simultaneously enrolled in a class that relates to the Cooperative Education class.

A course designed to assist students in planning and accomplishing meaningful learning objectives related to office technology at their place of volunteer employment or training sites.

OFF 698C

Cooperative Education

3 Units (AA/AS)

180 lab hours arranged

Grade Mode: Pass/No Pass, Standard Letter

Prerequisite(s): The student must be simultaneously enrolled in a class that relates to the Cooperative Education class.

A course designed to assist students in planning and accomplishing meaningful learning objectives related to office technology at their place of volunteer employment or training sites.

OFF 698D

Cooperative Education

4 Units (AA/AS)

240 lab hours arranged

Grade Mode: Pass/No Pass, Standard Letter

Prerequisite(s): The student must be simultaneously enrolled in a class that relates to the Cooperative Education class.

A course designed to assist students in planning and accomplishing meaningful learning objectives related to office technology at their place of volunteer employment or training sites.