

OFFICE TECHNOLOGY

The Office Technology discipline trains students in the use of current office applications using state-of-the-art equipment in preparation for professional careers, transfer study, and/or personal use. The program provides training appropriate for entry-level office jobs, administrative support and administrative assistant positions; to update students' work skills in computers, management, keyboarding and other office related functions; and employment training in a broad area of study including records management, purchasing, office procedures, filing, word processing, scheduling and time management, and other communication technologies.

Students may earn Microsoft Office and Office Clerk skill awards. Students may combine these skill awards to earn a Certificate of Achievement in Administrative Office Occupations. The program also offers a Certificate of Achievement in Business Information Professional. Courses satisfy general education requirements for an associate degree.

Faculty

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|------------------|--------------------|--------------|----------------------------|
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<https://www.citruscollege.edu/academics/programs/off> (<https://www.citruscollege.edu/academics/programs/off/>)

- Emphasize non-correspondence records, information storage, and retrieval systems and manage records retention, disposition, and the operation of a records management program.
- Keyboard accurately utilizing proofreading and editing skills as well as creating, formatting and editing business documents.
- Increase knowledge of Windows, current Microsoft Office suite which includes Microsoft Word, Excel, Access, PowerPoint and Outlook through hands-on training.
- Apply job research skills, enhance telephone and business etiquette, develop teamwork and customer rapport, and increase interviewing skills through current procedures course.
- Demonstrate knowledge of basic Windows operations, use of current learning management system for online education, and utilization of multimedia software and equipment to ensure relative training for the 21st century.

Courses

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.

Learning Outcomes

This discipline prepares students to do the following:

- Develop reading, writing, business grammar, punctuation and communication skills.
- Purchase items online through electronic commerce and through utilizing telecommunications to increase technological skills for the office.
- Develop database management skills to create tables, forms, queries, and reports for records within an organization.

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.

Programs

Certificates of Achievement

- Administrative Office Occupations (<http://catalog.citruscollege.edu/disciplines/office-technology/administrative-office-occupations-certificate-achievement/>)
- Business Information Professional (<http://catalog.citruscollege.edu/disciplines/office-technology/business-information-professional-certificate-of-achievement/>)

Skill Awards

- Microsoft Office (<http://catalog.citruscollege.edu/disciplines/office-technology/microsoft-office-skill-award/>)
 - Office Clerk (<http://catalog.citruscollege.edu/disciplines/office-technology/office-clerk-skill-award/>)
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