



## **WORD PROCESSING/ADMINISTRATIVE SUPPORT**

This program prepares students for responsible positions as administrative assistants for document processing. Document processing concepts and management theory are studied. Extensive instruction on the microcomputer prepares students for specific Microsoft Application Certification Testing. Emphasis is on developing grammar, communications and human relations skills. The sequence of major offerings starts summer and fall quarter. A general education core provides a well-rounded experience.

### **MISSION STATEMENT:**

The Office Technologies Department provides quality instruction to students by preparing them to be successful and productive community and business leaders while emphasizing employability skills and personal attributes.

### **Curriculum: 108 Credit Hours**

**Length: 6 Quarters**

### **Technical and Basic Requirements:**

#### **70 Credit Hours**

BU115 Contract Law/5  
BU120 Introduction to Business/3  
DP117 Database Applications/3  
DP144 Developing Business Presentations/3  
DP150 Spreadsheet Applications/3  
KY146 Keyboarding I/5  
KY147 Keyboarding II/5  
KY250 Keyboarding III/5  
MA121 Principles of Management/5  
MH169 Business Math/5  
OP149 Records Management/3  
OP252 Machine Transcription/3  
OP256 Word Language Specialist/3  
OP260 Workplace Technologies/3  
OP270 Office Systems and Procedures/5  
WP138 Introduction to Word Processing Applications/3  
WP267 Advanced Word Processing Applications/3  
WP273 Advanced Document Processing Concepts/5

### **General Education Requirements:**

#### **27 Credit Hours**

CO179 Introduction to Human Communication/3  
EC215 Macroeconomics/3  
EN180 Composition I/5  
EN200 Advanced Composition/5  
PS274 The American Political Scene/3  
PY177 Introduction to Psychology/3  
SO220 Cultural Diversity in the United States/3  
UN070 Success Strategies/1  
UN292 Portfolio Capstone/1

### **General Education Electives:**

#### **3 Credit Hours**

Choose courses not required for the program from Art, Communication, English, History, Philosophy, Popular Culture, Psychology, Religion, Science, Sociology, Spanish, University Survey, or Women's Studies.

### **Specialized Electives:**

#### **8 Credit Hours**

Specialized electives may be any course not required in the major.