

Office Administration Technology

Shelby-Hoover Campus

Jeanette Rogers, associate dean
 General Studies Building, room 216
 (205) 983-5952 jrogers@jeffstateonline.com
 cbbrown@jeffstateonline.com

Sandi Logan, program assistant/advisor
 Health Sciences Building, room 428
 (205) 983-5944 slogan@jeffstateonline.com

Jefferson Campus

Becky Holland, advisor
 Ruby Carson Hall, room 118C
 (205) 856-7866 holland@jeffstateonline.com

These programs are for students who wish to seek employment in office careers.

Advanced Certificate Requirements

The Office Technology Advanced Certificate Program tracks are designed to prepare students for entry-level employment.

All course work in the advanced certificate program will apply to the appropriate Associate in Applied Science Degree Program in Office Administration.

Prior to taking courses, the student should meet with the advisor and develop a plan for satisfying program requirements.

To be eligible for an advanced certificate students must:

- Complete the following courses.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:

Office Technology Advanced Certificate

- **Medical Office Assistant Track (CER C150)**
- **Legal Office Assistant Track (CER C141)**
- **Accounting Assistant Track (CER C003)**
- **Office Applications Assistant Track (CER C166)**

General Courses:(15 hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 or MTH 116 or higher level math course	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
CIS 146	Microcomputer Applications	3

ACT 145	Basic Accounting Procedures or	3
BUS 241	Principles of Accounting I	

Complete one of the following tracks.

Medical Office Assistant Track (18 hours)

Course	Title	Sem Hrs
*OAD 103	Intermediate Keyboarding.....	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
OAD 211	Medical Terminology.....	3
OAD 212	Medical Transcription.....	3
Total Credit Hours		33

Legal Office Assistant Track (18 hours)

Course	Title	Sem Hrs
*OAD 103	Intermediate Keyboarding.....	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
OAD 201	Legal Terminology	3
OAD 202	Legal Machine Transcription.....	3
Total Credit Hours		33

Accounting Assistant Track (18 hours)

Course	Title	Sem Hrs
*OAD 103	Intermediate Keyboarding.....	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
CIS 113	Spreadsheet Software Applications	3
(Excel)		
OAD 137	Computerized Financial Recordkeeping....	3
Total Credit Hours		33

Office Applications Assistant Track (18 hours)

Course	Title	Sem Hrs
*OAD 103	Intermediate Keyboarding.....	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
OAD 230	Computerized Desktop Publishing	3
OAD 137	Computerized Financial Recordkeeping	
or		
CIS Elective**	3
Total Credit Hours		33

* Students who are not proficient in keyboarding must take OAD 101, Beginning Keyboarding.

** To be chosen from CIS 117, CIS 113, or CIS 207.

OAD 110 is required before taking OAD 125, OAD 232, and OAD 246.

Associate in Applied Science Degree Requirements

This program prepares students for a variety of office careers involving the use of technology in the preparation, reproduction, distribution, storage, and communication of information. Although this program is not designed to transfer, courses may be accepted for transfer by some four-year institutions. Check with your four-year institution for the transferability for courses in the program.

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the appropriate Associate in Applied Science Degree Program in Office Administration.

Courses required for:

Office Administration Technology Degree

- **Medical Support Specialist Track (AAS C151)**
- **Legal Support Specialist Track (AAS C142)**
- **Accounting Support Specialist Track (AAS C004)**
- **Administrative Office Applications Specialist Track (AAS C005)**

General Courses: (24 Hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
ENG 102	English Composition II or	3
SPH 107	Fundamentals of Public Speaking or	
SPH 106	Fundamentals of Oral Communication	
MTH Elective	(A116) MTH 100 or MTH 116 or	3
	higher level math course	
CIS 146	Microcomputer Applications	3
	Social and Behavioral Science Elective: (ASOC)	3
	(anthropology, geography, history, economics, political science, sociology, psychology)	
	Lab Science Elective: (ASCI)	4
	(astronomy, biology, chemistry, physical science, physics)	
	Humanities and Fine Arts Elective: (AHUM)	3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
	HED, PED, or RER Elective.....	2

Major Courses(27 hours)

Course	Title	Sem Hrs
OAD 103*	Intermediate Keyboarding	3
OAD 110	Computer Navigation	3
OAD 138	Records and Information Management.....	3
ACT 145	Basic Accounting Procedures or	3
BUS 241	Principles of Accounting I (Accounting track)	
OAD 125	Word Processing.....	3

OAD 217	Office Management	3
OAD 246	Office Graphics and Presentations (Powerpoint).....	3
OAD 232	The Computerized Office	3
OAD 242***	Office Internship.....	3

Complete one of the following tracks.

Medical Support Specialist Track (12 hours)

Course	Title	Sem Hrs
OAD 211	Medical Terminology.....	3
OAD 212	Medical Transcription.....	3
OAD 215	Health Information Management	3
	(ICD-9, CPT-4 Coding)	
OAD 216	Advanced Health Information Management 3 (ICD-9, CPT-4 Coding)	
	Total Credit Hours	63

Legal Support Specialist Track (9 hours)

Course	Title	Sem Hrs
OAD 201	Legal Terminology	3
OAD 202	Legal Transcription	3
OAD 127	Business Law (Introduction to Law).....	3
	Total Credit Hours	60

Accounting Support Specialist Track..... (9 hours)

Course	Title	Sem Hrs
CIS 113	Spreadsheet Software Applications (Excel) 3	
BUS 242	Principles of Accounting II	3
OAD 137	Computerized Financial Recordkeeping....	3
	Total Credit Hours	60

Administrative Office Applications

Specialist Track..... (9 hours)

Course	Title	Sem Hrs
OAD 230	Computerized Desktop Publishing	3
OAD 137	Computerized Financial Recordkeeping ...	3
CIS Elective**	3
	Total Credit Hours	60

* Students who are not proficient in keyboarding must take OAD 101, Beginning Keyboarding.

** To be chosen from CIS 117, CIS 113, or CIS 207.

*** Internship assignment must be related to the specific major track.

OAD 110 is required before taking OAD 125, OAD 232, and OAD 246.