

# OFFICE TECHNICIAN (OTEC)

## OTEC 091 12 Hours

### Computer Basics

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer course. (Apportionment)

## OTEC 092 12 Hours

### Software Essentials

Learn the beginning basics of MS Word, MS Excel, MS PowerPoint, and MS Access in one class. This class serves as a foundation for OTEC courses. (Apportionment)

## OTEC 100 24 Hours

### Office Essentials

A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. Textbook Required. (Apportionment)

## OTEC 105 12 Hours

### Microsoft Outlook Fundamentals

This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook. (Apportionment)

## OTEC 110 24 Hours

### Business Math for Office Technology

Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. (Apportionment)

## OTEC 111 18 Hours

### Customer Relation Management (CRM), Introduction

This course introduces students to customer relationship management (CRM) and its application in marketing, service, and sales. Topics will include CRM strategies aligned with business processes with using people, technology, and knowledge. The use of CRM to optimize acquisitions, customer growth and retention, gain a competitive advantage, and maximize profit. (Apportionment)

## OTEC 200 20 Hours

### Computer Concepts and Applications II A

**Advisory:** OTEC 200 is designed for individuals wanting to learn/enhance specific skills.

If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications III is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows. (Apportionment)

## OTEC 201 20 Hours

### Computer Concepts and Applications II B

**Advisory:** OTEC 201 is designed for individuals wanting to learn/enhance specific skills.

If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word. (Apportionment)

## OTEC 202 20 Hours

### Computer Concepts and Applications II C

**Advisory:** OTEC 202 is designed for individuals wanting to learn/enhance specific skills.

If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel. (Apportionment)

## OTEC 205 18 Hours

### Computer Concepts and Applications III A

**Advisory:** OTEC 205 is designed for individuals wanting to learn/enhance specific skills.

If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (Apportionment)

## OTEC 206 18 Hours

### Computer Concepts and Applications III B

**Advisory:** OTEC 206 is designed for individuals wanting to learn/enhance specific skills; If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended.

This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (Apportionment)

## OTEC 210 36 Hours

### Computer Concepts and Applications I

This is the first course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part I introduces students to fundamental workforce skills in computers and information processing; hardware; system software; networks, security, and privacy; troubleshooting and maintenance; and application software. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. Textbook Requirement. (Apportionment)

## OTEC 211 60 Hours

### Computer Concepts and Applications II

**Prerequisite(s):** OTEC 210 Computer Concepts and Applications I and COMP 685 Beginning Keyboarding or Pass the Keyboarding Challenge Exam at a rate of 35 net words a minute with five or fewer errors per minute on a 5-minute timed writing.

This is the second course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in the internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (Apportionment)

**OTEC 212 36 Hours****Computer Concepts and Applications III**

**Prerequisite(s):** OTEC 211 Computer Concepts and Applications II.

This is the third course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III builds on the foundations learned in parts I and II and introduces students to fundamental workforce skills in Microsoft Access and Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (Apportionment)

**OTEC 215 96 Hours****Computer Concepts and Applications IBEST**

This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (Apportionment)

**OTEC 225 36 Hours****MS Office Integrated Projects**

**Prerequisite(s):** OTEC 211 Computer Concepts and Applications II and

OTEC 212 Computer Concepts and Applications III.

This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program. (Apportionment)

**OTEC 230 45-54 Hours****Electronic Records Management**

**Prerequisite(s):** OTEC 100 Office Essentials.

This course introduces the fundamentals of traditional and electronic records and information management. Topics include the principles of records and information management (RIM) such as the roles within the RIM environment, the selection of filing systems and the major types of indexing (alphabetic, subject, numeric, and geographic filing systems) along with the selection of systems, equipment, and supplies; design, control, and maintenance of inactive records will be identified. (Apportionment)

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