Office Management and Technology

College of Rural Alaska
Business Technologies Division

Bristol Bay Campus	**(907) 842-5109**
Chukchi Campus	**(907) 442-3400**
Interior-Aleutians Campus	**(907) 474-5439**
Kuskokwim Campus	**(907) 543-4500**
Northwest Campus	**(907) 443-2201**
Tanana Valley Campus	**(907) 474-7400**

Certificate; Degree: A.A.S.
Minimum Requirements for Certificate: 30 credits; for Degree: 61 credits

The Office Management and Technology (OMT) program provides career education leading to a certificate or an Associate of Applied Science degree, as well as departmental certificates of completion of job enrichment courses in eight concentration areas. The OMT program will provide the student with the opportunity to develop the skills and qualities required to succeed in a world of technology and rapid change.

Office professionals are at the information center of every office. For years the office professional's title was confined to secretary, receptionist, and such specialized titles as legal and medical secretaries. Today, titles reflect the shifting roles and increased responsibilities of the office professional. A few of these titles include: administrative assistant, executive assistant, technical assistant, payroll assistant, information database specialist, desktop publishing/graphics specialist, and web designer.

The OMT program prepares students for career entry or advancement and also offers skills preparation for personal use. Courses expect a minimum typing speed of 25 wpm and essential computer skills. Courses meet the needs of beginning, experienced, or re-entry office workers. Students participate in a cooperative work experience where they participate in a weekly seminar while receiving on-the-job training. While graduating students are prepared for entry-level positions in a wide variety of businesses, the professional and technical skills students acquire will allow rapid progress to more advanced career opportunities. Review courses are also available to prepare candidates for industry certifications. The A.A.S. degree in OMT is an approved minor for the B.A. degree program.

UNDERGRADUATE PROGRAM

MAJOR
Office Management and Technology—Certificate
Concentrations: Bookkeeping, Desktop Publishing and Graphics, Office Technology, and Web Foundations

1. Complete the certificate requirements (page 30).
2. Complete the following communications course:
   CIOS 160—Business English 3
3. Complete 3 credits from one of the following computations courses:
   ABUS 155—Business Math (3)
       or CIOS 116—Business Math Using Calculators (3)
       or HLTH 116—Mathematics in Health Care (3)
       or any MATH course at the 100-level or above (3) 3
4. Complete the following human relations course:
   ABUS 154—Human Relations 3
5. Complete the following program (major) requirement:
   CIOS 276—Independent Project (1-3)
       or CIOS 282—Cooperative Work Experience (3) 1-3
6. Complete one of the following concentrations:

Bookkeeping
a. Complete 20 credits from the following:
   ABUS 101—Principles of Financial Accounting I (3)
       or ABUS 201—Principles of Financial Accounting II (3) 3
   ABUS 141—Payroll Accounting 3
   ABUS 175—Customer Service 3
   ABUS 220—Microcomputer Accounting: QuickBooks (3)
       or ABUS/CIOS 221—Microcomputer Accounting (3) 3
   CIOS 135—Microcomputer Spreadsheets 3
   CIOS 164—Alphabetic Filing 1
   CIOS 165—Office Procedures 3
   CIOS 240—Microcomputer Databases 3
   CIOS 276—Independent Project (1-3)
       or CIOS 282—Cooperative Work Experience (3) 1-3
   Advisor-approved ABUS or CIOS courses 1-6

   Note: Bookkeeping provides the essential skills to handle all financial transactions and recordkeeping.

Desktop Publishing and Graphics
a. Complete 20 credits from the following:
   CIOS 130—Microcomputer Word Processing (3)
       or CIOS 132—Microsoft Word (3) 3
   CIOS 133—Microcomputer Presentation Software 3
   CIOS 146—Using the Internet 3
   CIOS 231—Introduction to Desktop Publishing 1
   CIOS 233—Desktop Publishing 3
   CIOS 234—Advanced Desktop Publishing 3
   CIOS 255—Microcomputer Graphics 3
   CIOS 256—Internet Authoring and Design 3
   CIOS 260—Business Communications 3
   CIOS 275—Microcomputer Applications: Special Topics 3
   CIOS 276—Independent Project (1-3)
       or CIOS 282—Cooperative Work Experience (3) 1-3
   Advisor-approved courses 1-6

   Note: Desktop Publishing and Graphics is designed to give students the ability to be proficient in a variety of digital software programs in order to produce professional quality print and electronic presentations/documents..

University of Alaska Fairbanks

Office Technology

a. Complete 3 credits from the following:
   CIOS 106—Keyboarding I/Beginning Typewriting 3
   CIOS 106A—Keyboarding I/Beginning Typewriting 1
   CIOS 107—Typing Skill Building 1-3
   CIOS 108—Keyboarding II/Intermediate Typewriting 3
b. Complete 17 credits from the following:
   ABUS 175—Customer Service 3
   CIOS 130—Microcomputer Word Processing (3)
      or CIOS 132—Microsoft Word (3) 3
   CIOS 135—Microcomputer Spreadsheets 3
   CIOS 161—Proofreading 1
   CIOS 164—Alphabetic Filing 1
   CIOS 165—Office Procedures 3
   CIOS 260—Business Communications 3
   CIOS 276—Independent Project (1-3)
      or CIOS 282—Cooperative Work Experience (3) 1-3
   Advisor-approved ABUS or CIOS courses 1-6

Note: Office Technology offers comprehensive study in those skills required for the administrative office professional.

Web Foundations

a. Complete 20 credits from the following:
   CIOS 146—Using the Internet 3
   CIOS 240—Microcomputer Databases 3
   CIOS 242—Advanced Databases 3
   CIOS 246—Advanced Internet 3
   CIOS 255—Microcomputer Graphics 3
   CIOS 256—Internet Authoring and Design 3
   CIOS 275—Microcomputer Applications: Special Topics 3
   CIOS 276—Independent Project (1-3)
      or CIOS 282—Cooperative Work Experience (3) 1-3
   Advisor-approved CIOS or CS courses 1-6

Note: Web Foundations concentrates on effective information delivery using the web and was created specifically for those responsible for planning, designing, producing and maintaining their organization's Intranet or website.

7. Minimum credits required 30

Office Management and Technology—A.A.S. Degree
Concentrations: Administrative Office Management, Bookkeeping, Certified Professional, Desktop Publishing and Graphics, Legal Office Management, Medical Office Management, Office Technology, and Web Foundations

1. Complete the general university requirements (page 28).
2. Complete the A.A.S. degree requirements (page 31). (As part of the A.A.S. degree requirements, complete ABUS 154* for human relations requirement; ABUS 155* or CIOS 116* or HLTH 116* for computations requirement; and CIOS 260* for communication requirement.)
3. Complete the following program (major) requirements:*
   ABUS 101—Principles of Financial Accounting I 3
   CIOS 160—Business English 3
4. Complete two of the following concentrations:*

Administrative Office Management

a. Complete the Office Technology concentration.
b. Complete the following:
   ABUS 179—Fundamentals of Supervision 3
   CIOS 264—Filing/Records Management 3
   CIOS 265—Office Management 3
c. Complete 11 credits from the following:
   ABUS 220—Microcomputer Accounting: Quickbooks (3)
      or ABUS/CIOS 221—Microcomputer Accounting (3) 3
   CIOS 133—Microcomputer Presentation Software 3
   CIS 207—Machine Transcription 2
   CIOS 240—Microcomputer Databases 3
   CIOS 251—Integrated Applications 3
   CIOS 260—Business Communications 3
   CIOS 275—Microcomputer Applications: Special Topics 3
   CIOS 276—Independent Project (1-3)
      or CIOS 282—Cooperative Work Experience (3) 1-3
   Advisor-approved ABUS or CIOS courses 1-6

Note: Administrative office management provides a solid foundation of administrative, business and communication skills, as well as communication and interpersonal skills which provide a foundation for job opportunities in the business world.

Bookkeeping

a. Complete 20 credits from the following:
   ABUS 101—Principles of Financial Accounting I (3)
      or ABUS 201—Principles of Financial Accounting II (3) 3
   ABUS 141—Payroll Accounting 3
   ABUS 175—Customer Service 3
   ABUS 220—Microcomputer Accounting: QuickBooks (3)
      or ABUS/CIOS 221—Microcomputer Accounting (3) 3
   CIOS 135—Microcomputer Spreadsheets 3
   CIOS 164—Alphabetic Filing 1
   CIOS 165—Office Procedures 3
   CIOS 240—Microcomputer Databases 3
   CIOS 276—Independent Project (1-3)
      or CIOS 282—Cooperative Work Experience (3) 1-3
   Advisor-approved skill-level appropriate ABUS or CIOS courses 1-6

Note: Bookkeeping provides the essential skills to handle all financial transactions and recordkeeping.

Certified Professional

a. The certified Professional concentration is awarded to students upon proof of attainment of the CPS rating, which UAF grants the following credits:
   ABUS 154—Human Relations 3
   ABUS 179—Fundamentals of Supervision 3
   ABUS 241—Applied Business Law I 3
   ACCT 261—Accounting Concepts and Uses I 3
   ACCT 262—Accounting Concepts and Uses II 3
   BA 151—Introduction to Business 3
   CIOS 109—Keyboarding III/Advanced Keyboarding 3
   CIOS 150—Computer Business Applications 3
   CIOS 260—Business Communications 3
   CIOS 264—Records Management 3
   CIOS 265—Office Management 3
   ECON 202—Principles of Economics II: Macroeconomics 3

University of Alaska Fairbanks

Desktop Publishing and Graphics
a. Complete 20 credits from the following:
CIOS 130—Microcomputer Word Processing (3)
   or CIOS 132—Microsoft Word (3) 3
CIOS 133—Microcomputer Presentation Software 3
CIOS 146—Using the Internet 3
CIOS 231—Introduction to Desktop Publishing 1
CIOS 233—Desktop Publishing 3
CIOS 234—Advanced Desktop Publishing 3
CIOS 255—Microcomputer Graphics 3
CIOS 256—Internet Authoring and Design 3
CIOS 260—Business Communications 3
CIOS 275—Microcomputer Applications: Special Topics 3
CIOS 276—Independent Project (1-3)
   or CIOS 282—Cooperative Work Experience (3) 1-3
Advisor-approved courses 1-6

Note: Desktop Publishing and Graphics is designed to give students the ability to be proficient in a variety of digital software programs in order to produce professional quality print and electronic presentations/documents..

Legal Office Management
a. Complete the Office Technology concentration.
b. Complete the following:
ABUS 179—Fundamentals of Supervision 3
CIOS 264—Records Management 3
CIOS 265—Office Management 3
PLS 101—Introduction to Paralegal Studies (3)
   or ABUS 241—Applied Business Law I (3) 3
c. Complete 8 credits from the following:
CIOS 206—Legal Keyboarding 3
CIOS 207—Machine Transcription 2
CIOS 209—Legal Machine Transcription 2
CIOS 275—Microcomputer Applications: Special Topics 3
CIOS 276—Independent Project (1-3)
   or CIOS 282—Cooperative Work Experience (3) 1-3
Advisor-approved ABUS, CIOS, JUST or PLS courses 1-6

Note: Legal Office Management offers concentrated study in those skills that a legal office support professional need to succeed.

Medical Office Management
a. Complete the Office Technology concentration.
b. Complete the following:
CIOS 200—Medical Terminology (3)
   or HLTH 204—Medical Terminology (3) 3
HLTH 132—Administrative Procedures I 2
HLTH 234—Administrative Procedures II 4

c. Complete 11 credits from the following:
ABUS 179—Fundamentals of Supervision 3
CIOS 130—Microcomputer Word Processing 3
CIOS 164—Alphabetic Filing 1
CIOS 205—Medical Keyboarding 2
CIOS 207—Machine Transcription 2
CIOS 208—Medical Machine Transcription 2
CIOS 260—Business Communications 3
CIOS 275—Microcomputer Applications: Special Topics 3
CIOS 276—Independent Project (1-3)
   or CIOS 282—Cooperative Work Experience (3) 1-3
HLTH 118—Medical Law and Ethics 2
Advisor-approved CIOS or HLTH courses 1-6

Note: Medical Office Management provides a solid groundwork that the individuals seeking a support position in a medical office will require.

Office Technology
a. Complete 3 credits from the following:
CIOS 106—Keyboarding I/Beginning Typewritng 3
CIOS 106A—Keyboarding I/Beginning Typewritng 1
CIOS 107—Typing Skill Building 1-3
CIOS 108—Keyboarding II/Intermediate Typewritng 3
b. Complete 17 credits from the following:
ABUS 175—Customer Service 3
CIOS 130—Microcomputer Word Processing (3)
   or CIOS 132—Microsoft Word (3) 3
CIOS 135—Microcomputer Spreadsheets 3
CIOS 161—Proofreading 1
CIOS 164—Alphabetic Filing 1
CIOS 165—Office Procedures 3
CIOS 260—Business Communications 3
CIOS 276—Independent Project (1-3)
   or CIOS 282—Cooperative Work Experience (3) 1-3
Advisor-approved ABUS or CIOS courses 1-6

Note: Office Technology offers comprehensive study in those skills required for the administrative office professional.

Web Foundations
a. Complete 20 credits from the following:
CIOS 146—Using the Internet 3
CIOS 240—Microcomputer Databases 3
CIOS 242—Advanced Databases 3
CIOS 246—Advanced Internet 3
CIOS 255—Microcomputer Graphics 3
CIOS 256—Internet Authoring and Design 3
CIOS 275—Microcomputer Applications: Special Topics 3
CIOS 276—Independent Project (1-3)
   or CIOS 282—Cooperative Work Experience (3) 1-3
Advisor-approved CIOS or CS courses 1-6

Note: Web Foundations concentrates on effective information delivery using the web and was created specifically for those responsible for planning, designing, producing and maintaining their organization's Intranet or website.

5. Minimum credits required 61

* Student must earn a C grade or better.