OFFICE ADMINISTRATION (2540)

2540:119 Business English (3 Credits)
Prerequisite: Placement test. Fundamentals of English language with emphasis on grammatical correctness, acceptable usage, spelling and punctuation. Limited writing primarily involves choice of precise words and effective sentence structure with some attention to paragraph development.

2540:121 Introduction to Office Procedures (3 Credits)
Introduction to concepts regarding role of office worker, human relations, communications, productivity, reference materials, technological advances in processing information and employment opportunities.

2540:123 Microsoft Outlook (2 Credits)
Prerequisite: Placement by adviser. An introduction to Microsoft Outlook software. Students will learn how to use Outlook for email, contacts, calendaring, making appointments, and instant messaging.

2540:136 Speech Recognition Technology (2 Credits)
Prerequisite: Placement by adviser. Course will present the features of speech-recognition software to assist students to increase their productivity at computer tasks while improving their communication skills.

2540:138 Project Management (2 Credits)
Prerequisite: Placement by adviser. Introductory course that examines elements of projects and project management terminology. Also provides an understanding of Microsoft Project software for managing and evaluating projects.

2540:143 Microsoft Word - Beginning (2 Credits)
Introduction to word processing software and personal computers as a tool for personal and business communications using Microsoft Word software.

2540:144 Microsoft Word - Advanced (2 Credits)
Prerequisite: 2540:143 or permission. Intermediate and advanced skills of Microsoft Word to include tables, importation of spreadsheets, outlines, advanced file management, macros, merges, labels and graphics.

2540:243 Internship: Office Administration (2-3 Credits)

2540:253 Advanced Word Processing (3 Credits)
Prerequisite: 2540:151; Wayne College students: 2540:151 or 2540:144. To increase student’s ability to produce office documents on computers. Minimum requirement: 50 wpm with maximum of 5 errors for 5 minutes.

2540:256 Medical Office Procedures (3 Credits)
Prerequisite: 2750:120. Simulates a professional medical office which “employs” the student to perform office administration duties and manage office information and finances on specialized computer software.

2540:279 Legal Office Procedures (4 Credits)
Prerequisites: 2540:121 and 2540:144. Provides an understanding of various facets of the law, when and how to use documents, important legal procedures and typical office routine.

2540:282 Medical Machine Transcription (3 Credits)
Prerequisite: 2540:256. Introduction to medical terminology. Emphasis on meaning, pronunciation, spelling and application of common medical terms, abbreviations, stems and suffixes as related to the human body in computerized transcription. Speed, accuracy, and proofreading skills emphasized.

2540:284 Office Nursing Techniques I (2 Credits)
Prerequisite or corequisite: 2750:120. Provides theory and practice in nursing duties most often performed in a physician’s and dentist’s office. These include temperature, pulse and respiration reading; and taking blood pressure.

2540:289 Career Development for Business Professionals (3 Credits)
Fundamentals of job search technique, professional image development and personal and interpersonal dynamics within the business environment.

2540:290 Special Topics: Secretarial Science (0.5-3 Credits)
Prerequisite: Permission. Selected topics or subject areas of interest in office administration. (May be repeated for a total of four credits)