OFFICE TECHNOLOGY - A.A.B.

College of Applied and Technical Studies
www.kent.edu/cats

About This Program

Gain hands-on experience and skills in the latest office technologies to prepare you for a rewarding career in administrative support. Enroll now and take the first step toward your future. Read more...

Contact Information

- **John Baker** | jbaker96@kent.edu | 330-308-7570
- Speak with an Advisor
  - Ashtabula Campus
  - Salem Campus
  - Trumbull Campus
  - Tuscarawas Campus
  - Online (any campus above)
- Chat with an Admissions Counselor

Program Delivery

- **Delivery:**
  - Fully online

Examples of Possible Careers and Salaries*

Court, municipal, and license clerks

- 4.8% about as fast as the average
- 163,700 number of jobs
- $40,930 potential earnings

Executive secretaries and executive administrative assistants

- -20.4% decline
- 593,400 number of jobs
- $63,110 potential earnings

First-line supervisors of office and administrative support workers

- -3.0% decline
- 1,552,400 number of jobs
- $58,450 potential earnings

Human resources assistants, except payroll and timekeeping

- -5.0% decline
- 123,900 number of jobs
- $43,250 potential earnings

Secretaries and administrative assistants, except legal, medical, and executive

- -10.1% decline
- 2,250,200 number of jobs
- $38,850 potential earnings

* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

Some programs may require that students meet certain requirements before progressing through the program. For programs with progression requirements, the information is shown on the Coursework tab.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements
Major Requirements

Code	Title	Credit Hours
Major Requirements (courses count in major GPA)		
BSCI 10001	HUMAN BIOLOGY (KBS) [1]	3
OTEC 16620	WORD PROCESSING I	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3
OTEC 26640	CURRENT TECHNOLOGIES	3
OTEC 26691	SEMINAR FOR OFFICE TECHNOLOGY [3]	2-3
or OTEC 26692	INTERNSHIP FOR OFFICE TECHNOLOGY (ELR)	
Additional Requirements (courses do not count in major GPA)		
ACTT 11000	ACCOUNTING I: FINANCIAL	4
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
UC 10001	FLASHES 101	1
Kent Core Composition		3
Kent Core Mathematics and Critical Reasoning		3
Kent Core Humanities and Fine Arts		3
Kent Core Social Sciences		3
Applied Electives, choose from the following:		9
BMRT 11000	INTRODUCTION TO BUSINESS	
BMRT 11009	INTRODUCTION TO MANAGEMENT TECHNOLOGY	
BMRT 21000	BUSINESS LAW AND ETHICS I	
BMRT 31006	HUMAN RESOURCE MANAGEMENT	

IT 11000	INTRODUCTION TO OFFICE PRODUCTIVITY APPS [2]
IT 11004	SURVEY OF INFORMATION TECHNOLOGY
IT 11005	INTRODUCTION TO OPERATING SYSTEMS AND NETWORKING TECHNOLOGY
IT 11006	INTRODUCTION TO WEB SITE TECHNOLOGY
OTEC 16640	ADVANCED DATABASE APPLICATIONS
OTEC 16680	COMPUTER KEYBOARDING
OTEC 26623	DESKTOP PUBLISHING II
OTEC 26636	PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS
OTEC 26638	BUSINESS COMMUNICATIONS
OTEC 26695	SPECIAL TOPICS IN OFFICE TECHNOLOGY
Any Office Technology (OTEC) course (consult with program coordinator)	
Additional Requirements or Concentrations	
Choose from the following:	12-15
Additional Requirements for Students Not Declaring a Concentration	
Medical Billing/Coding Office	
Minimum Total Credit Hours:	**61-64**

[1]   Students may apply either BSCI 11010 or BSCI 21010 in place of BSCI 10001.

[2]   IT 11000 may count toward applied electives if taken before or with any other Information Technology (IT) or Office Technology (OTEC) course.

[3]   Students may apply a maximum 4 credit hours of OTEC 26692 to fulfill major requirements.

Additional Requirements for Students Not Declaring a Concentration

Code	Title	Credit Hours
Concentration Requirements (courses count in major GPA)		
OTEC 16621	WORD PROCESSING II	3
OTEC 16625	BUSINESS PRESENTATIONS	3
OTEC 16638	GOOGLE APPLICATIONS FOR ADMINISTRATIVE PROFESSIONALS	3
OTEC 26622	DESKTOP PUBLISHING I	3
Minimum Total Credit Hours:		**12**

Medical Billing/Coding Office Concentration Requirements

Code	Title	Credit Hours
Concentration Requirements (courses count in major GPA)		
HED 14020	MEDICAL TERMINOLOGY	3
OTEC 26638	BUSINESS COMMUNICATIONS	3
OTEC 26650	MEDICAL BILLING PROCEDURES (ELR)	3
OTEC 26655	ICD CODING	3
OTEC 26656	CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING	3
Minimum Total Credit Hours:		**15**

Graduation Requirements

Minimum Major GPA	Minimum Overall GPA
2.000	2.000

Roadmap

This roadmap is a recommended semester-by-semester plan of study for this program. Students will work with their advisor to develop a sequence based on their academic goals and history. Courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Office Technology (no concentration)

This roadmap is a recommended semester-by-semester plan of study for this program. Students will work with their advisor to develop a sequence based on their academic goals and history. Courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
BSCI 10001	HUMAN BIOLOGY (KBS)	3
OTEC 16620	WORD PROCESSING I	3
OTEC 16621	WORD PROCESSING II	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
UC 10001	FLASHES 101	1
Kent Core Requirement		3
	Credit Hours	**16**
Semester Two		
OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3
OTEC 26640	CURRENT TECHNOLOGIES	3
Applied Elective		3
Kent Core Requirement		3
Kent Core Requirement		3
	Credit Hours	**15**
Semester Three		
OTEC 16638	GOOGLE APPLICATIONS FOR ADMINISTRATIVE PROFESSIONALS	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26622	DESKTOP PUBLISHING I	3
OTEC 26691 or OTEC 26692	SEMINAR FOR OFFICE TECHNOLOGY or INTERNSHIP FOR OFFICE TECHNOLOGY (ELR)	2-3
Kent Core Requirement		3
	Credit Hours	**14**
Semester Four		
ACTT 11000	ACCOUNTING I: FINANCIAL	4
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
OTEC 16625	BUSINESS PRESENTATIONS	3
Applied Electives		6
	Credit Hours	**16**
	Minimum Total Credit Hours:	**61**

Medical Billing/Coding Office Concentration

This roadmap is a recommended semester-by-semester plan of study for this program. Students will work with their advisor to develop a sequence based on their academic goals and history. Courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
BSCI 10001	HUMAN BIOLOGY (KBS)	3
HED 14020	MEDICAL TERMINOLOGY	3
OTEC 16620	WORD PROCESSING I	3

	UC 10001	FLASHES 101	1
	Kent Core Requirement		3
	Kent Core Requirement		3
		Credit Hours	**16**
	Semester Two		
	OTEC 26638	BUSINESS COMMUNICATIONS	3
	OTEC 26640	CURRENT TECHNOLOGIES	3
!	OTEC 26655	ICD CODING	3
!	OTEC 26656	CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING	3
	Kent Core Requirement		3
		Credit Hours	**15**
	Semester Three		
!	OTEC 16639	DATABASE APPLICATIONS	3
	OTEC 26611	SPREADSHEET APPLICATIONS	3
	OTEC 26650	MEDICAL BILLING PROCEDURES (ELR)	3
	OTEC 26691 or OTEC 26692	SEMINAR FOR OFFICE TECHNOLOGY or INTERNSHIP FOR OFFICE TECHNOLOGY (ELR)	2-3
	Kent Core Requirement		3
		Credit Hours	**14**
	Semester Four		
	ACTT 11000	ACCOUNTING I: FINANCIAL	4
	IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
	OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3
	Applied Electives		9
		Credit Hours	**19**
		Minimum Total Credit Hours:	**64**

University Requirements

All students in an applied or technical associate degree program at Kent State University must complete the following university requirements for graduation.

NOTE: University requirements may be fulfilled in this program by specific course requirements, please see Program Requirements for details.

Code	Title	Credit Hours
Flashes 101 (UC 10001)		1
Course is not required for students with 30+ transfer credits (excluding College Credit Plus) or age 21+ at time of admission.		
Kent Core (see table below)		15
Total Credit Hour Requirement		60
Some associate degrees require students to complete more than 60 credit hours.		

Kent Core Requirements

Kent Core Composition (KCMP)	3
Kent Core Mathematics and Critical Reasoning (KMCR)	3
Kent Core Humanities and Fine Arts (KHUM/KFA)	3
Kent Core Social Sciences (KSS)	3
Kent Core Basic Sciences (KBS/KLAB)	3
Total Credit Hours:	**15**

Program Learning Outcomes

Graduates of this program will be able to:

1. Organize, manage and analyze critical business data using spreadsheet and database software.
2. Create state-of-the-art documents, using design guidelines, terminology and basic publication concepts of industry standards.
3. Import and integrate data from their original software to another for upgraded usage.
4. Determine the most appropriate software to use in creating specific business documents that meet industry standards for mailing.
5. Contrast, compare and adapt to forces that influence emerging management practices.
6. Manage the people, productivity, technology and environment within the administrative function of an organization.
7. Integrate coursework with realistic office settings, emphasizing the total quality management environment.
8. Use multiple channels used in business to communicate with others
9. Participate in the activities of various businesses to determine the variety of job responsibilities assigned to employees in their profession; develop job search strategies for use in their outreach activities.
10. Track and provide administrative support in managing projects, using software designed for this specific purpose.
11. Examine, describe and exercise various leadership, decision-making and motivational skills.

Full Description

The Associate of Applied Business degree in Office Technology focuses primarily on front-end office functions, where employees use technology for daily job responsibilities that may include producing business documents, designing presentations, generating data reports and creating financial spreadsheets. Students use the most current versions of business software applications and learn the fundamentals of accounting, automated records management, business communications and resource management.

Graduates gain a wide variety of computer application skills needed for gainful employment in office administrative support positions, including office assistant, accounting clerk, office manager, administrative coordinator, executive administrative and administrative assistant–technology.

The Office Technology major includes the following optional concentration:

- The **Medical Billing/ Coding Office** concentration provides a basic understanding of software, medical terminology, billing/coding and procedures used in medical settings such as hospitals, clinics, doctors' offices and outsourcing facilities involved with providing billing operations.