Office Administration & Accounting Technologies (OFTEC)

Program Description

The Office Administration and Accounting Technologies (OFTEC) program offers a learner-centered and employment-focused curriculum for students seeking training in administrative office and accounting support positions. Careers as administrative assistants and accounting paraprofessionals are evolving with broader responsibilities and higher salaries. Faculty members work closely with local employers to ensure that the curriculum represents current job requirements.

Key curriculum courses include word processing (Word), software applications (Excel, Access, PowerPoint), desktop publishing, communication skills, records management, and accounting.

Students may choose to pursue an Associate in Technical Arts degree (91 credits) or a specialized certificate (46-65 credits). Students may also choose to group certain key curriculum courses that will support related programs or fulfill industry-specific competencies.

The Office Administration/Accounting Technologies and Business Management programs have partnered to offer a Banking and Financial Services certificate designed for persons interested in entry-level positions in the banking and financial services industry. Students enrolled in this program will take courses from both program areas.

Degree Options

Career paths for students who successfully complete the Administrative Assistant degree emphasis might include employment as an Executive Assistant, Administrative Assistant, Executive/Confidential Secretary, or Office Manager. Completion of the Accounting Paraprofessional degree emphasis could lead to employment as an Accounting Technician, Accounts Payable/Receivable Clerk, Payroll Clerk, or Full-Charge Bookkeeper. (See Chapter 6 Associate in Technical Arts Degree).

Students who plan to major in Accounting or Business Administration at a four-year institution should take ACC& 201, 202, and 203. Course descriptions are listed under Business Administration.

Certificate Options

Certificates may be earned by completing initial, intermediate, or advanced courses targeted for individual career pursuits. These certificates are designed for those whose intended job does not require an associate degree or for those who wish additional training in specific areas. (See Chapter 6 Program Certificates.)

Microsoft Office Certification

The Office Administration and Accounting Technologies (OFTEC) program uses curriculum materials designed to provide training for Microsoft Office certification. To become certified, students will need to take an exam for each MS Office program for which they want to be certified. The certification exams can be scheduled with the Mount Vernon OFTEC Department, which is a Microsoft certified exam provider.

Entry into the Program

Please apply to the admissions office. The admission and registration guidelines are listed in the catalog and on the College's website, www.skagit.edu. Before enrolling in Office Administration and Accounting Technologies, students are encouraged to review the sample schedules and the course descriptions. Although students may enter the program at the beginning of any quarter, some key courses are offered only at specific times during the year.

Tech Prep

Skagit Valley College grants credits for some professional/technical courses based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Interested students should contact a high school counselor to begin this process.

Work-Based Learning

Students working toward an ATA degree will integrate their classroom learning with work-based learning by participating in Cooperative Education (OFTEC 199) at a supervised work site. Department Chair approval is required.

Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract. Concurrent enrollment in the Cooperative Education seminar or equivalent is required. A special project may be substituted for Cooperative Education with consent of the Department Chair.

Credit by Examination

Credit by examination is available for the following OFTEC courses: OFTEC 115, 116, 122, 132, 134, 140, and 145. Regulations for awarding credit by examination have been established by the college and are listed in the “Academic Regulations” section of this catalog.

General Education Requirements

To meet the general education requirement for the Associate in Technical Arts Degree, students in the Office Administration and Accounting Technologies program must take a learning community or a 5-credit course from the Social sciences, Natural sciences, or Humanities distribution areas as outlined in the “Degree Requirements” section of the catalog. Recommended courses for students in the Office Administration and Accounting Technologies include Introduction to Business (BUS& 101), Introduction to Economics (ECON 100), Principles of Economics (ECON 201 or 202), Business Law (BUS& 201), First-Year Spanish (SPAN 121), or American Sign Language 1 (ASL 121).

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100-level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

These suggested schedules illustrate one way students can complete the OFTEC program and obtain an associate degree.

Note: these suggested schedules are for first-year, full-time students who begin school fall quarter.

- It is important to consult each course description for any prerequisites required.
- Some courses are offered only once a year. It is important to review the annual schedule.
- Quarterly schedules are subject to change. Students should attend departmental advising sessions to review any changes.
- Students starting winter or spring quarters should contact an SVC counselor.

SUGGESTED SCHEDULES

ATA OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES: ADMINISTRATIVE ASSISTANT EMPHASIS

First Year

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall</td>
<td>OFTEC 110</td>
<td>5</td>
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<tr>
<td></td>
<td>OFTEC 115</td>
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<td></td>
<td>OFTEC 118</td>
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<td></td>
<td>PE 200</td>
<td>2</td>
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<td></td>
<td>BMT 111</td>
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<tr>
<td>Winter</td>
<td>OFTEC 116</td>
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<td>OFTEC 122</td>
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<td></td>
<td>PE 200</td>
<td>2</td>
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<td></td>
<td>BMT 111</td>
<td>3</td>
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<tr>
<td>Spring</td>
<td>OFTEC 126</td>
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<tr>
<td></td>
<td>OFTEC 134</td>
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<td></td>
<td>OFTEC 242</td>
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<td>YW Math 100</td>
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<td></td>
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Total Credits: 15

Second Year

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<td>OFTEC 135</td>
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<td>OFTEC 210</td>
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<td>SOSC 113</td>
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<td></td>
<td>or CMST 210</td>
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<td>OFTEC 140</td>
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<td>OFTEC 280</td>
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<td>or SOSC 113</td>
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Total Credits: 15+
ATA OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES:
ACCOUNTING PARAPROFESSIONAL EMPHASIS

First Year

Fall Cr Winter Cr Spring Cr
OFTEC 110___5 OFTEC 116___5 OFTEC 134___4
OFTEC 115___5 OFTEC 118___4 OFTEC 147___5
OFTEC 145___5 OFTEC 122___3 WMATH 100___5
OFTEC 160___5 WMATH 111___5
OFTEC 161___5 SOSC 125___2
OFTEC 162___3 WMATH 125___1
OFTEC 165___3 WMATH 125___1
OFTEC 160___2 WMATH 125___1
OFTEC 169___1 WMATH 125___1
OFTEC 170___1 WMATH 125___1
17 Totals 17 Totals

Second Year

Fall Cr Winter Cr Spring Cr
OFTEC 132___3 OFTEC 135___4 OFTEC 215___5
OFTEC 142___3 OFTEC 140___3 OFTEC 232___3
OFTEC 210___3 OFTEC 199___1.5 OFTEC 242___3
OFTEC 244___3 CMST 125___3 OFTEC 280___1
+LC/Gen Ed 5-10 or CMST & 210 SOSC 113___1
PE 200___2
PE 100___1
13 Totals 13 Totals

* Learning Community (5-10 credits) or 5 credits of General Education (Social sciences, Natural sciences or Humanities). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.
† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.
‡ OFTEC 199 may be taken at any time during the two-year program.
§ Must take both OFTEC 210 and 215 to meet the Diversity requirement.

Program Certificates
A Certificate in Office Administration and Accounting Technologies is granted upon completion of the following requirements with a 2.0 grade point average or above. Credits earned in these certificates can be applied to requirements in the degree program.

ADMINISTRATIVE FINANCIAL SUPPORT SERVICES CERTIFICATE (46 CREDITS)
OFTEC 115, 134, 140, 145, 146, BMT 167, 246, BUS& 101, CMST 125 or CMST & 210, SOSC 113, WMATH 100 or BMT 111.

BOOKKEEPING CERTIFICATE (46 CREDITS)
OFTEC 110, 115, 122, 134, 140, 142, 145, 146, 242, 280, CMST 125 or CMST & 210, WMATH 100 or BMT 111, SOSC 113.

BUSINESS SOFTWARE APPLICATIONS CERTIFICATE (63 CREDITS)
OFTEC 110, 115, 116, 118, 122, 124, 126, 132, 134, 135, 204, 210, 232, 280, CMST 125 or CMST & 210, MIT 149, WMATH 100 or BMT 111, SOSC 113.

GENERAL OFFICE SUPPORT CERTIFICATE (45 CREDITS)
OFTEC 134, 105, 110, 115, 116, 118, 122, 124, 140, 280, CMST 125 or CMST & 210, WMATH 100 or BMT 111, SOSC 113.

OFFICE AND ADMINISTRATIVE SUPPORT CERTIFICATE (65 CREDITS)
OFTEC 105, 110, 115, 116, 118, 122, 124, 126, 132, 134, 135, 140, 142, 210, 215, 232, 280, CMST 125 or CMST & 210, WMATH 100 or BMT 111, SOSC 113.

SMALL BUSINESS ACCOUNTING CERTIFICATE (63 CREDITS)
OFTEC 110, 115, 116, 118, 122, 134, 135, 140, 142, 145, 146, 147, 242, 244, 280, CMST 125 or CMST & 210, WMATH 100 or BMT 111; SOSC 113.

OFFICE TECHNOLOGY UPDATE CERTIFICATE (30+ CREDITS)
A student must complete a 30-credit minimum individualized program approved by Department Chair. A certificate will be designed for the student who has previous training and/or experience and wants a technological update for a return to the work force, job change, or career advancement.

MEDICAL SECRETARY CERTIFICATE (59 CREDITS)
Please see Allied Health Education for course requirements.

Individual Technical Certificate
An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Micro-Certificates
These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above: (Some courses may require prerequisites)

BUSINESS COMMUNICATIONS (11 CREDITS)
OFTEC 210, 215 (prerequisites: OFTEC 115 and 116), and CMST 125 or CMST & 210.

MICROCOMPUTER ACCOUNTING (16 CREDITS)
OFTEC 145, 146, 242, and 244.

PAYROLL ACCOUNTING (15 CREDITS)
OFTEC 140, 142, 145, and WMATH 100 or BMT 111.

SOFTWARE APPLICATIONS (14 CREDITS)
OFTEC 122, 132, 134, 135, and 232.

WORD PROCESSING (13 CREDITS)
OFTEC 105, 122, 124, and 126.

Course Descriptions

OFTEC 098 Computer Basics (2)
Introduction to basic computer skills for the novice computer user. Through a hands-on approach, understand common computer terms, develop navigation skills with the keyboard and mouse, manage electronic files, send and receive e-mail, locate information on the World Wide Web, and explore e-learning tools. Provides a foundation for other computer classes requiring these skills.

OFTEC 099 Keyboarding--Beginning (4)
Basics of keyboarding skills for students who cannot type by touch; speed and accuracy building. No credit will be given if student has completed an equivalent course.

OFTEC 105 Keyboarding--Skillbuilding (2)
Improve efficiency of touch typing by building keyboarding speed and accuracy. Diagnostic tools and prescriptive practice will be used to enhance keyboarding skill. Prerequisite: OFTEC 99 or the ability to type by touch.

OFTEC 110 Introduction to Office Technologies: D (5)
Introduction to office careers, the office environment, and office technology. Basic skills to succeed in office support roles including general office procedures, interpersonal and customer service skills, and an overview of office technologies.

OFTEC 115 Business English I (5)
Fundamentals of English grammar, current usage, and business style appropriate to the contemporary workplace.

OFTEC 116 Business English II (5)
Continuation of OFTEC 115. Includes punctuation, proofreading and editing, and writing techniques. Prerequisite: OFTEC 115 or equivalent.

OFTEC 118 Introduction to Records Management (4)
Study of basic concepts in the management of records and information. Includes specialized terminology, filing rules and systems, paper-based and electronic files management, records security, and ethical concerns.

OFTEC 122 MS Word I (3)
Use Microsoft Word to create and edit documents; apply a variety of font, paragraph, and page formats; create tables; add graphical enhancements; and perform a basic mail merge. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 124 Document Production (4)
Use word processing software to produce accurate business documents including letters, envelopes and labels, memos, tables, reports, agendas, itineraries, and minutes using standard business formats. Includes proofreading. Prerequisite: OFTEC 122 or equivalent.

OFTEC 126 MS Word II (3)
Use Microsoft Word to automate and customize the formatting of documents, prepare academic and multipage documents, create and customize graphical objects, create forms, prepare documents for workgroup collaboration, and customize MS Word for improved productivity. Prerequisite: OFTEC 122.

OFTEC 132 MS PowerPoint (3)
Apply the features of Microsoft PowerPoint to design, create, edit, and format slide presentations; add graphical enhancements to slide content; apply transitions and animations; add sound and video; prepare notes and handouts; and customize and run a slide show. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.
OFTEC 134 MS Excel and Access I (4)
Use Microsoft Excel to create, edit, and format spreadsheets; write formulas and use functions to find numerical solutions; create charts and add graphics to create visual interest; and manage worksheet data. Use Microsoft Access to create, edit, and manage database tables; establish table relationships; filter, query, and sort data; and create forms and reports. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 135 MS Excel and Access II (4)
Use Microsoft Excel to apply advanced formatting techniques to spreadsheets and charts, write complex formulas and use advanced functions, use What-if Analysis tools, manage and analyze worksheet data, and automate tasks with templates and macros. Use Microsoft Access to design a relational database, enhance the design of tables, use advanced query and filter techniques, and design custom forms and reports. Prerequisite: OFTEC 134

OFTEC 139 Automated Office Project (1)
Specialized instruction on new office technologies. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 140 10-Key Applications (3)
Operate a 10-key electronic printing calculator by the touch method for speed and accuracy. Solve business problems using the 10-key calculator. Prerequisite: prior or concurrent enrollment in WMATH 100 or equivalent.

OFTEC 142 Payroll Procedures (3)
Computation of employee earnings, completion of payroll register, completion of individual earnings records, and preparation of various tax forms and reports.

OFTEC 145 Practical Accounting I (5)
Introduction to theory and practice of double entry accounting for service businesses. Includes use of journals and ledgers, worksheets, financial statements, adjusting and closing entries, basic payroll preparation, and bank statement reconciliation.

OFTEC 146 Practical Accounting II (5)
Continuation of OFTEC 145. Includes special journals, accounting cycle for merchandising businesses, notes receivable and payable, bad debts, merchandise inventory, and plant assets. Prerequisite: OFTEC 145.

OFTEC 147 Practical Accounting III (5)
Continuation of OFTEC 146. Includes accounting for partnerships, corporations, departments, and manufacturing; statement of cash flows; and comparative financial statements. Prerequisite: OFTEC 146 or ACCT& 201 or equivalent.

OFTEC 160 MS Word Basics I (2)
Use Microsoft Word to create and edit documents and apply a variety of font, paragraph, and page formats. (OFTEC 160 is equivalent to the first half of OFTEC 122.)

OFTEC 161 MS Word Basics II (2)
Continuation of OFTEC 160. Use Microsoft Word to create tables, add graphical enhancements to documents, and perform a basic mail merge. (OFTEC 161 is equivalent to the second half of OFTEC 122.) Prerequisite: OFTEC 160 with a minimum C- grade or department chair permission.

OFTEC 162 Microsoft Office Basics (3)
Introduction to the Microsoft Office suite of software: Word, Excel, PowerPoint, and Access. Provides familiarity with the programs; for more training see OFTEC 122, 132, and 134. Offered as pass/fail only. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 199 Cooperative Education Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Prerequisite: Instructor permission required.

OFTEC 204 Microsoft Publisher (4)
Use Microsoft Publisher to create a variety of publication layouts that follow basic design and typography principles. In addition to learning to use the features and tools in MS Publisher, basic design and typography principles will be introduced. Prerequisite: OFTEC 122 or 124.

OFTEC 210 Electronic Communications (3)
Use the features of Microsoft Outlook to manage e-mail, calendars, contacts, and tasks. Use Web-based resources to collaborate and communicate via text, audio, and video.

OFTEC 215 Business Communications: D (5)
Composition skills for writing effective business communications including e-mail, memos, letters, job-seeking documents, and functional reports. Business presentation skills. Team collaboration skills. Prerequisite: OFTEC 115 and 116, or ENGL 97 and 98, or equivalent. Word processing skills are strongly recommended.

OFTEC 232 MS Office Integrated Projects (3)
Use the features of Microsoft Word, Excel, Access, and PowerPoint to complete business projects that require the integration of data among the programs. Linking, embedding, importing, and exporting techniques will be introduced. Prerequisite: OFTEC 122, 132, and 134.

OFTEC 242 Microcomputer Accounting I (3)
Introduction to the completion of the accounting cycle using QuickBooks Pro accounting software. Includes accounting for customers and vendors, inventory, budgets, and financial reports. Prerequisite: OFTEC 145 or ACCT& 201 or equivalent.