OFFICE ADMINISTRATION (OFFC)

OFFC 112 Keyboard Skillbuilding 1 Credit Hour
Improvement of keyboarding speed and accuracy (both alphabetic and numeric), using developmental programs and keyboarding drills. Student may take this course to accumulate two to four credits. Once an office administration student reaches 60 wpm skill on aplha/numeric text (error rate - 1 minute) this course becomes an elective. (4,0) 2 7 1/2 weeks
Prerequisite(s): 30 wpm keyboarding skill

OFFC 119 Computerized Acct Procedures 4 Credit Hours (4,0)
Accounting experiences common to small business or professional offices; development of basic principles underlying accounting procedures; techniques and records used in analyzing, classifying, recording and summarizing transactions; accounting procedures applied to a computer simulation for small businesses. May not be taken for credit following successful completion of ACTG132.