

**OFFICE  
(BTS DIVISION)**

**OFFPT-190 DIRECTED STUDY IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-191 WORKSHOP IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-192 SPECIAL TOPICS IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-194 INTERNSHIP IN OFFICE TECHNOLOGY (1-12 cr.)**

**OFFPT-233 OFFICE PROCEDURES (3 cr.)** Teaches technical office skills (filing, telephone techniques, mailing procedures, etc.). Prepares students to project a professional image. Recommended Pre-requisite: WRPPT 200, 1 credit

**OFFPT-254 TRANSCRIPTION (3 cr.)** Instruction and intensive practice in transcription procedures of mailable business copy from voice transcribers. Pre-requisites: WRPPT 200 (minimum 3 cr.) and GNBPT 122.

**OFFPT-290 DIRECTED STUDY IN OFFICE (1-6 cr.)**

**OFFPT-291 WORKSHOP IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-292 SPECIAL TOPICS IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-294 INTERNSHIP IN OFFICE TECHNOLOGY (1-12 cr.)**

**OFFPT-296 COOPERATIVE EDUCATION IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-297 ADMINISTRATIVE ASSISTANT SIMULATION (3 cr.)** Students nearing completion of the A.A.S degree in Administrative Assistant will have an opportunity to synthesize their knowledge of document preparation and retrieval, keying from rough draft, internal communications, databases and spreadsheet applications, transcription as well as other office activities. Upon completion students will demonstrate practical and working ability in completing tasks learned from individual courses required for a degree in Administrative Assistant.

**OFFPT-390 DIRECTED STUDY IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-391 WORKSHOP IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-392 SPECIAL TOPICS IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-394 INTERNSHIP IN OFFICE TECHNOLOGY (1-12 cr.)**

**OFFPT-490 DIRECTED STUDY IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-491 WORKSHOP IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-492 SPECIAL TOPICS IN OFFICE TECHNOLOGY (1-6 cr.)**

**OFFPT-494 INTERNSHIP IN OFFICE TECHNOLOGY (1-12 cr.)**

**OFFPT-496 COOPERATIVE EDUCATION IN OFFICE TECHNOLOGY (1-6 cr.)**