

Campus Location

Peoria Campus

Occupational Focus

Mastery of computer applications, communication skills, and interpersonal skills are musts for the office of the 21st century. Tulsa Tech's Office Management Technology program is designed to prepare you for general office tasks including keyboarding. It also offers opportunities for personal growth through assignments that develop leadership skills while concentrating on the mastery of basic office skills. You will learn Microsoft Office computer applications, how to integrate projects using various applications, how to use electronic communications effectively, and how to set goals for personal growth that translate to career employment and advancement on the job. You will be prepared for entry-level employment and have a solid foundation for further training or you may apply credit toward an associate or advanced degree.

For information concerning working conditions, physical requirements, employment and job outlook please refer to the Occupational Outlook Handbook (OOH), 2010-11 Edition at <http://www.bls.gov/oco/>.

Who Can Attend?

High school students
Adults

Prerequisite(s)

None

Scheduling Information

One year program beginning in August
Check with Admissions Office at 918.828.5260 for start dates.

Three hours daily

--Morning session - 7:55 - 10:40 am

--Afternoon Session - 11:55 - 2:40 pm

Tuition

No charge for high school students within Tulsa Tech District
Adult - \$2.50/hour*

**Tuition subject to change without notice*

Books/Supplies

No textbook charge for high school students within Tulsa Tech District

Adult see campus bookstore. Information regarding costs for certification tests will be provided in class.

Career Majors

Administrative Assistant - 600 Hours*

This major prepares students for careers in administrative support and office management. Students gain high-level technology and managerial skills needed for success in competitive business careers. Office procedures, telephone etiquette and the integration of computer software packages are also covered in this major. Students gain skills required for the Certiport IC3 and Microsoft Office Specialist certifications.

Microsoft Certified Application Specialist - 960 Hours*

The students will become certified in Microsoft Certified Application Specialist for Word, Excel, Access, PowerPoint, Outlook and optional Vista.

**Career major, courses and hours are subject to change without notice*

College Credit

College credit is available for the majority of Tulsa Tech's full-time programs through Rogers State University, Oklahoma State University-IT or Tulsa Community College. Advanced standing credit may also be granted for some of our programs. The number of hours varies depending on the program length, the college granting the credit, and the student's plan of study. Check with your Tulsa Tech counselor for more information.

Credentials/Industry Certifications

Microsoft Office Specialist, Brainbench Certifications

Employment Opportunities

Receptionist, Office Assistant, Clerical Assistant, Help Desk, Administrative Support, Data Entry, Entry-level Clerical

Tulsa-Area Salary

\$12.41-\$17.10/hour

Financial Aid

Scholarships are available for eligible students. Call 918.828.5280 or email financialaid@tulsatech.org. For the most up-to-date and complete information on scholarships and grants please visit www.tulsatech.edu.

Application Process

High school students see Tulsa Tech career counselor or sending school counselor.

Adults contact Tulsa Tech Admissions and Enrollment office at 918.828.5260, email admissions@tulsatech.org or check out our website at www.tulsatech.edu.

NOTE: Some programs have additional admissions criteria. For specific program requirements and applicable prerequisites, contact Admissions at 918.828.5260.

Courses by Career Majors

Administrative Assistant - 600 Hours*

Fundamentals of Technology
Fundamentals of Administrative Technologies
Administrative Technologies II
Office Administration & Management
Career Major Capstone

Microsoft Certified Application Specialist - 960 Hours*

Fundamentals of Technology
Fundamentals of Administrative Technologies
Administrative Technologies II
Office Administration & Management
Microsoft Certified Application Specialist Outlook/Word (Vista optional) Study Prep
Microsoft Certified Application Specialist Access Study Prep
Microsoft Certified Application Specialist Excel/Powerpoint Study Prep
Career Major Capstone

**Career major, courses and hours are subject to change without notice*

Tulsa Tech does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status, or disability.

Tulsa Tech is accredited by the Oklahoma Department of Education, the Oklahoma Board of Career & Technology, & the North Central Association--Commission on Accreditation & School Improvement.

Also, where available, our programs are accredited by the specific industry standards associated with their industry.

To remain current with the demands of business and industry, curriculum is periodically revised. The revision may change the number of Tulsa Tech classes that apply toward the college credit. The number of credit hours identified in the agreement the year the student completes the class will determine the credit hours the student receives. Conditions are based on the actual agreements and are subject to change annually.