

# OFFICE MANAGEMENT TECHNOLOGY

## 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 2008-09 Occupational Outlook Handbook (OOH) 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 - 10:55 am

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

## 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.

### Human Resources Assistant - 960 Hours\*

This major prepares students to work in the human resources field. Students gain high-level technology and managerial skills needed for success in competitive business careers. Students study the major components involved in managing personnel including employee and labor relations, benefits and compensation management and information systems specific to human resource functions. Students are introduced to topics in employment law, the hiring process, performance evaluations, termination procedures and compensation. Students gain skills required for the Certiport IC3 and Microsoft Office Specialist certifications.

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

## 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.

## 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.

# OFFICE MANAGEMENT TECHNOLOGY

## 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@tulstatech.org](mailto:financialaid@tulstatech.org) for detailed information.

## 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@tulstatech.org](mailto:admissions@tulstatech.org) or check out our website at [www.tulstatech.edu](http://www.tulstatech.edu).

## Courses by Career Majors

### Administrative Assistant - 600 Hours\*

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

### Human Resources Assistant - 960 Hours\*

Fundamentals of Technology  
Fundamentals of Administrative Technologies  
Office Administration & Management  
Human Resources Concepts  
Employee and Labor Relations  
Benefits and Compensation Management  
Human Resources Information Systems  
Career Major Capstone

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PENDING APPROVAL