

The following is a list of the Office Administration courses, which will be offered during the **Spring Term, 2009-2**.

Office Administration College-Credit Courses

Ref.#	Credits	Days	Beg. Time	End Time	Start Date	End Date	Campus	Instructor
OST 1100 – Beginning Keyboarding								
548971	3	M W F	10:00 AM	10:50 AM	1/5/10	4/30/10	100	ROWE
558729	3	M W	7:00 PM	8:15 PM	1/5/10	4/30/10	100	ROWE
OST 1100L – Beginning Keyboarding Lab								
548972	1	TBA	TBA	TBA	1/5/10	4/30/10	100	MARTIN
OST 1108 – Keyboarding/Typewriting Skill Building								
548973	2	M W	7:00 PM	8:15 PM	1/5/10	4/30/10	100	ROWE
OST 1110 – Keyboarding Applications								
558730	3	T R	9:50 AM	11:05 AM	1/5/10	4/30/10	100	ROWE
548974	3	M W	7:00 PM	8:15 PM	1/5/10	4/30/10	100	ROWE
OST 1110L – Keyboarding Applications Lab								
548976	1	TBA	TBA	TBA	1/5/10	4/30/10	100	MARTIN
OST 1601 – Machine Transcription 1								
558734	3	T R	11:15 AM	12:30 PM	1/5/10	4/30/10	100	MARTIN
548977	3	T R	8:20 PM	9:35 PM	1/5/10	4/30/10	100	MARTIN
OST 1702 – Office Procedures								
548979	3	F	5:40 PM	8:10 PM	1/5/10	4/30/10	100	ROWE
OST 1741 – Beginning Word Processing								
558732	3	T R	9:50 AM	11:05 AM	1/5/10	10/21/09	100	ROWE
548980	3	M W	7:00 PM	8:15 PM	1/5/10	10/21/09	100	ROWE
OST 1741L – Beginning Word Processing Lab								
548981	1	TBA	TBA	TBA	1/5/10	4/30/10	100	MARTIN
OST 2221 -- Machine Shorthand 1								
548982	4	M W	5:40 PM	6:55 PM	1/5/10	4/30/10	100	ROWE
OST 2222 – Machine Shorthand 2								
548983	4	T R	7:00 PM	8:15 PM	1/5/10	4/30/10	100	MARTIN
OST 2223 -- Machine Shorthand 3								
548984	3	T R	7:00 PM	8:15 PM	1/5/10	4/30/10	100	MARTIN
OST 2225 – Machine Shorthand 5								
548985	3	TBA	TBA	TBA	1/5/10	4/30/10	100	ROWE
OST 2226 -- Machine Shorthand 6								
548986	3	M W	TBA	TBA	1/5/10	4/30/10	100	ROWE
*OST 2335 – Business Writing								
548988	3	T R	8:25 AM	9:40 AM	1/5/10	4/30/10	100	ROWE
548990	3	M W	8:20 PM	9:35 PM	1/5/10	4/30/10	100	ROWE
OST 2402 – Office Procedures 2								
548991	3	TBA	TBA	TBA	1/5/10	4/30/10	100	ROWE
OST 2431 – Legal Office Procedures								
548992	3	TBA	TBA	TBA	1/5/10	4/30/10		MARTIN
OST 2602 – Machine Transcription 2								
548993	3	T R	8:20 PM	9:35 PM	1/5/10	4/30/10		MARTIN

*Reference Nos. 548988 and 548990 are Web enhanced courses.

Office Administration Vocational-Credit Courses

OFT 0712 – Beginning Word Processing									
549322	2.5	M W	7:00 PM	8:15 PM	1/5/10	4/30/10	100		ROWE
OTA 0101 – Beginning Keyboarding									
549323	1.5	M W F	10:00 AM	10:50 AM	1/5/10	4/30/10	100		ROWE
558726	1.5	M W	7:00 PM	8:15 PM	1/5/10	4/30/10	100		ROWE
OTA 0102 – Keyboarding II									
558737	2.5	T R	9:50 AM	11:05 AM	1/5/10	4/30/10	100		ROWE
549325	2.5	M W	7:00 PM	8:15 PM	1/5/10	4/30/10	100		ROWE
OTA 0171 – Machine Transcription									
549327	2.5	T R	7:00 PM	8:15 PM	1/5/10	4/30/10	100		MARTIN
*OTA 0303 – Writing for Business									
549330	2.5	T R	8:25 AM	9:40 AM	1/5/10	4/30/10	100		ROWE
549329	2.5	M W	8:20 PM	9:35 PM	1/5/10	4/30/10	100		ROWE
OTA 0421 – Office Procedures 1									
549332	2.5	F	5:40 PM	8:10 PM	1/5/10	4/30/10	100		TAVARES

*The number 100 represents North Campus.

*Reference Nos. 549329 and 549330 are Web enhanced classes.

**Miami Dade College
School of Business, North Campus
Room 3242-6**

Questions? Contact Us:

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Office Administration

Spring Term 2009-2 Class Schedule

**Prepare for Leading and
Meaningful Business Careers**

Registration Begins: October 12th

Classes Begin

Tuesday, January 5, 2010

Register Early to Avoid Late Fees

Late Fees Apply January 5, 2010

How to Register:

- **Telephone Registration:** You may use the STAR (Student Telephone Assisted Registration) Service at (305) 237-0000 beginning Monday, October 12, to register for any of the courses.
- **In-Person Registration:** On campus registration begins Monday, October 12, Room 1123.
- Visit www.mdc.edu/business

School of Business



COURT REPORTING TECHNOLOGY
Program Code 25024

The Court Reporting Technology program provides training for students who desire to enter the field of court reporting. Court reporters play an important part in the judicial process by providing an official record of court proceedings. They are employed by the court or work on a freelance basis and earn an excellent salary. Upon successful completion of the following courses, the student will earn an Associate in Science degree.

Course Course Title
MAJOR COURSE REQUIREMENTS - 58 CREDITS REQUIRED

HIM 2472	Medical Terminology	3
OST 1110	Keyboarding Applicat	3
OST 1110L	Keyboarding App Lab	1
OST 1330	Business English	3
OST 1702	Office Procedures 1	3
OST 1741	Beg Word Processing	3
OST 1741L	Beg Word Proc Lab	1
OST 2335	Business Writing	3
OST 2221	Machine Shorthand 1	4
OST 2222	Machine Shorthand 2	4
OST 2223	Machine Shorthand 3	3
OST 2224	Machine Shorthand 4	3
OST 2225	Machine Shorthand 5	3
OST 2226	Machine Shorthand 6	3
OST 2231	Comp Aided Transcript 1	3
OST 2251	Legal Dictation & Transcription	3
OST 2256	Medical Dictation & Transcription	3
OST 2436	Court Proc. & Law Terms	3
OST 2602	Machine Transcription 2	3

GENERAL EDUCATION REQUIREMENTS – 15 Credits Required

ENC 1101	English Comp 1	3
SPC 1026	Fund of Speech Comm	3
PHI 2604	Critical Thinking/Ethics	3
CLP 1006	Psy of Personal Effect	3
QMB 2100	Basic Business Statistics	3

COLLEGE CREDIT CERTIFICATES

If you are not interested in receiving a degree and want to complete a course of study in a year or less, we also have some College Credit Certificates available for you. The College Credit Certificates are as follows:

Office Support - Prepares you for a job as a receptionist or office clerk.

Specializations:

- Legal Office- **65035**
- Office- **65036**
- Office Software- **65037**

Office Specialist - Prepares you for a job as an office assistant or secretary.

Specializations:

- Legal Office- **65032**
- Office- **65033**
- Office Software- **65034**

Office Management - Prepares you for a job as an office manager or office administrator.

Specializations:

- Legal Office- **65038**
- Office- **65039**
- Office Software - **65040**

Please contact one of the Office Administration advisors listed below so that they may help you to choose and to register for your classes.

Ms. Barbara Martin
School of Business
Room 1330
(305) 237-8151/(305) 237-8336
bmartin@mdc.edu

Prof. Mary Rowe
School of Business
Room 1330
(305) 237-8080
mrowe@mdc.edu

OFFICE ADMINISTRATION

The Office Administration Associate in Science degree program is designed to train information processors and administrative professionals to meet the demands of the modern office. Emphasis is placed on technology and related skills for office workers, such as document processing, computer literacy and applications, business communication, and basic accounting principles. In addition, the program objectives are designed to help students develop the interpersonal and English communication skills needed by office professionals. Typical jobs that may be found after completing this program are: office clerk, office assistant, receptionist, transcriptionist, legal office secretary, and office manager. The two-year program requirements are as follows:

Course Course Title
MAJOR COURSE REQUIREMENTS - 32 CREDITS REQUIRED

(Select the following courses)

ACG 2001	Prin of Accounting 1	3
ACG 2001L	Prin/Accounting Lab 1	1
ACG 2021	Financial Accounting and	3
ACG 2021L	Financial Acct Lab	1
CGS 1060	Intro/Micro Usage	4
OST 2854C	Microcomp for Office	4
MNA 1345	Effective Supervisio	3
OST 1110	Keyboarding Applicat	3
OST 1110L	Keyboarding App Lab	1
OST 1330	Business English	3
OST 1702	Office Procedures 1	3
OST 1741	Beg Word Processing	3
OST 1741L	Beg Word Proc Lab	1
OST 2335	Business Writing	3
OST 2760	Adv Word Processing	3
OST 2760L	Adv Word Proc Lab	1

Complete the requirements for one of the following areas of specialization:

A. Legal Office Specialization - 16 Credits Required (25042)

(Select the following courses)

BUL 2241	Business Law 1	3
OST 2431	Legal Ofc Procedures	3
OST 2436	Court Proc&Law Terms	3
OST 2602	Machine Transcript 2	3

Students completing the Legal Office Specialization must complete four (4) credits of electives.

B. Office Management Specialization - 16 Credits Required (25021)

(Select the following courses)

MAN 2021	Prin of Management	3
MAN 2300	Human Resources Mgt	3
OST 1601	Machine Transcript 1	3
OST 2402	Office Procedures 2	3
OST 2602	Machine Transcript 2	3

Students completing the Office Management Specialization must complete four (4) credits of electives.

C. Office Software Applications Specialization – 16 Credits Required (25041)

(Select the following courses)

OST 1821	Desktop Publish App	3
CGS 1580	Desktop Publishing	4
OST 2311	Spreadsheet App/Bus	3
OST 2311L	Spreadsheet App Lab	1
CGS 1511	Spreadsheet Applications	4
OST 2362	Database App/Bus	3
OST 2362L	Database App Lab	1
CGS 1541	Database Application	4

Students completing the Office Software Applications Specialization must complete four or five credits of electives.

ELECTIVES – 4-5 CREDITS REQUIRED

Select from college credit courses with the following prefixes:

ACG	BUL	CGS	CTS	ECO	FIN	GEB	MAC	MAN
MAR	MKA	MNA	MTB	OST	PUR	QMB	SBM	TAX

GENERAL EDUCATION REQUIREMENTS – 15 Credits Required

ENC 1101	English Comp 1	3
SPC 1026	Fund of Speech Comm	3
PHI 2604	Critical Thinking/Ethics	3
CLP 1006	Psy of Personal Effect	3
QMB 2100	Basic Business Statistics	3

VOCATIONAL CERTIFICATES

The School of Business offers two vocational certificates in the Office Administration area as follows:

1. Administrative Assistant – 55006

The Administrative Assistant program is designed to prepare the student to enter the world of commerce and government organizations. The student is lead through four completion points covering general office clerk, clerical support, administrative support, and administrative assistant. Test of Adult Basic Education (TABE) is required.

Occupational Completion Point A – (5.0 Credits)

Job Title: General Office Clerk

OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B – (10.0 Credits)

Job Title: Clerical Support

CGV 0010	Intro. to Microcomputers	2.5
GEB 0008	Entrprmr. & Priv. Entr. Syst.	2.5
OTA 0102	Intermediate Keyboarding	2.5
OTA 0311	Basic Business English	2.5

Occupational Completion Point C – (5.0 Credits)

Job Title: Administrative Support

OFT 0712	Beginning Word Processing	2.5
MTB 0102	Business Math	2.5

Occupational Completion Point D – (15.0 Credits)

Job Title: Administrative Assistant

OCA 0312	Advanced Word Processing	2.5
OTA 0105	Advanced Keyboarding	2.5
OTA 0171	Machine Transcription	2.5
OTA 0303	Writing for Business	2.5

Electives:

Select two courses from the following list:

BUV 0949	Co-Op Educ. Work Exp.	2.5
CGS 0510	Elec. Spreadsheet w/App.	2.5
CGS 0560	Microcomp. Oper. Syst.	2.5
CGV 0250	Database Applications	2.5
MAN 0040	Effect Supervision	2.5
MNA 0103	Human Relations at Work	2.5

The total number of credits required for a Vocational Credit Certificate in Administrative Assistant is 35.



2. Legal Secretary – 55000

The purpose of the Legal Secretary program is to prepare students for employment as indicated in the occupational completion points listed below. The Test of Adult Basic Education (TABE) is required.

Occupational Completion Point A – (5.0 Credits)

Job Title: General Office Clerk

OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B – (10.0 Credits)

Job Title: Clerical Support

CGV 0010	Intro. to Microcomputers	2.5
GEB 0008	Entrprmr. & Priv. Entr. Syst.	2.5
OTA 0102	Intermediate Keyboarding	2.5
OTA 0311	Basic Business English	2.5

Occupational Completion Point C – (5.0 Credits)

Job Title: Administrative Support

OFT 0712	Beginning Word Processing	2.5
MTB 0102	Business Math	2.5

Occupational Completion Point D – (15.0 Credits)

Job Title: Legal Secretary

BUL 0240	Business Law	2.5
OCA 0312	Advanced Word Processing	2.5
OTA 0105	Advanced Keyboarding	2.5
OTA 0171	Machine Transcription	2.5
OTA 0303	Writing for Business	2.5
OTA 0470	Legal Office Procedures	2.5

The total number of credits required for a Vocational Credit Certificate in Legal Secretary is 35.

Class Information:

16-week classes:
Tuesday, January 5, 2010, to Friday, April 30, 2010
1st 8-week classes:

Tuesday, January 5, 2010, to Tuesday, March 2, 2010
2nd 8-week classes:

Wednesday, March 3, 2010, to Friday, April 30, 2010