OATC COURSES

Opposite each course title are three numbers such as 3-2-4. The first number indicates the number of regular classroom hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course. Listed in parentheses at the end of each course description is the term(s) that the course is normally offered. F=Fall, S=Spring, and M=Summer.

The college reserves the right to cancel or delete any course with insufficient enrollment.

OATC 3150. Computer Operating Systems. 3-0-3 Units.
A general overview of computer hardware, networks, and operating systems. Developing basic technological expertise and leadership in administering computer technology in the workplace is emphasized. This course helps prepare students to take a certification exam for a current operating system.

OATC 3610. Web Design & Multimedia. 3-0-3 Units.
Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments.
Prerequisites: ACED 2400, BUSA 2201 formerly MGIS 2201, or CAPS 1101.

OATC 3700. Desktop Publishing. 3-0-3 Units.
Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of a variety of application programs for page design will be used to create various business-related documents.

OATC 4020. Virtual Office Technology. 3-0-3 Units.
Overview of skills needed to perform as a virtual office assistant. Emphasis placed on the use of time and information management applications and increased knowledge of the role of online meeting, Internet telephone communication software, Internet research, social networking tools, e-commerce, and mobile devices in the modern office.

OATC 4160. Admin Office Procedures. 3-0-3 Units.
Development of increased awareness of the role and scope of the administrative assistant position. This course will focus on basic and expanded job responsibilities, professionalism, and the performance of simulated office activities.

OATC 4810. Contemporary Skills. 3-0-3 Units.
Analysis of the workplace skills needed in a rapidly changing technological society. Emphasis is on communication skills, employee motivation, change management, delegation, team building, and career planning. Students are required to build a career plan and to design a change management project.