



Office Administration Technology Offers:

- Dedicated instructors available to students
- Courses and degree programs to meet a wide range of demands
- Updated courses and degree programs that reflect the skills needed in the workforce of today and tomorrow
- Affordable tuition rates
- Day, evening, and internet classes available
- Numerous computer labs available at the Jefferson, Shelby-Hoover, St. Clair-Pell City, and Chilton-Clanton Campuses

Need More Info?

We Want To Help!

**Call (205) 983-5944 or
Go to jeffersonstate.edu/oad**

Office Information Systems Full-Time Faculty

DeNedra Peasant

M.A., Alabama A & M

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M.A., University of Alabama at Birmingham

Accreditation

Jefferson State Community College is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP) for the offering of the Associate Degrees in Accounting, Business Management, Banking and Finance Administration, Office Administration Technology, and Business Transfer Programs.



Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and activities in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.

Office Administration Technology



Jefferson State
Community College

jeffersonstate.edu/oad

Office Administration Technology

The role of the office professional has greatly evolved as technology has continued to expand in offices around the globe. Today, office professionals are in great demand in business and industry.

Programs offered in Jefferson State's Office Administration Technology program prepare students for a variety of office careers involving the use of technology in the preparation, reproduction, distribution, storage, and communication of information.

Office Administration Technology prepares students for career and/or support positions in specialized areas including medical, legal, accounting, and administrative environments. Associate in Applied Science and certificate degrees are helpful in preparing employed students for advancement in their respective fields. Also, coursework in the current computer application software helps prepare students for Microsoft Office Specialist (MOS) certification.



Associate in Applied Science Degrees and Certificates Available in the following areas:

Medical Office Assistant/Support Specialist

These professionals perform highly specialized work requiring knowledge of medical terminology and procedures. They must be able to transcribe, prepare medical reports and documents and be familiar with insurance rules, coding, billing practices, and procedures.

Legal Office Assistant/Support Specialist

Specialists in this area prepare correspondence and legal documents such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or paralegal. They also review legal journals and assist with legal research. Knowledge of legal terminology and business law is required for this type of employment.

Accounting Assistant/Support Specialist

Since organizations continue to computerize their financial records, persons employed in this area must be knowledgeable in the use of software to record transactions and produce statements and reports.

Office Applications Assistant/Specialist

As office automation continues to advance, employers increasingly require extensive knowledge of software applications. Office professionals must have skills with new office technologies, be proficient in the use of the internet, and remain current with software packages.



Office Administration Courses

OAD 101	Beginning Keyboarding
OAD 103	Intermediate Keyboarding
OAD 110	Computer Navigation
OAD 125W	Word Processing (Word)
OAD 127	Business Law
OAD 137	Electronic Financial Recordkeeping (QuickBooks)
OAD 138	Records Management
OAD 201	Legal Terminology
OAD 211	Medical Terminology
OAD 212	Medical Transcription
OAD 215	Health Information Management (ICD-10 Coding)
OAD 216	Advanced Health Information Management
OAD 217	Office Management
OAD 230	Computerized Desktop Publishing
OAD 246	Office Graphics and Presentations (PowerPoint)
OAD 232	The Computerized Office