

Office Administration Technology

The role of the office professional has 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, 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 prepare medical reports, documents, and be familiar with insurance rules, coding, billing practices, and procedures.

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.

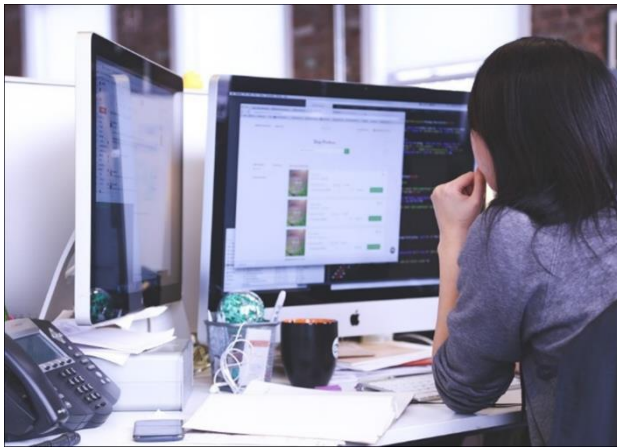
Office Applications Assistant/Specialist

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



Office Administration Courses

OAD101	Beginning Keyboarding
OAD103	Intermediate Keyboarding
OAD 125W	Word Processing (Word)
OAD 133	Business Communications (Outlook)
OAD 137	Electronic Financial Recordkeeping (QuickBooks)
OAD138	Records Management
OAD 211	Medical Terminology
OAD 214	Medical Office Procedures
OAD 215	Health Information Management (ICD-10 Coding)
OAD 216	Advanced Health Information Management
OAD 218	Office Procedures
OAD 230	Computerized Desktop Publishing (Publisher)
OAD 242	Office Internship
OAD246	Office Graphics and Presentations (PowerPoint)
OAD232	The Computerized Office (Excel)



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
- 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
Ed.S., Auburn University

Geana Mitchell
Ph.D., Auburn University

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.



It is the official policy of Jefferson State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment.

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



Jefferson State Community College is accredited by the Southern Association of Colleges and Schools Commission on colleges to award the Associate in Arts, Associate in Science, and the Associate of Applied Science degrees.

Contact the Southern Association of Colleges and Schools Commission on Colleges at
1866 Southern Lane,
Decatur, Georgia 30033-4097
or call (404) 679-4500

for questions about the accreditation of Jefferson State Community College.