

OFFICE ADMINISTRATION TECH. (OTS)

All OAT and OTS courses numbered 100 and above may be applied to the major field and elective requirement for the Associate in Arts and Associate in Science degrees.

OTS 100 Keyboarding (1) 1,0

Keyboarding is a skill needed today by all people and all professions. This course introduces the alphanumeric touch system of keyboarding. The touch system means keyboarding without looking at the keyboard. (1.2) Proficiency Credit Available (3 S) Pass/No Credit Available.

In-District Tuition/Fees: \$142 (effective 2021/22 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: None

Semester(s) Offered: Fall, Spring and Summer

OTS 101 Keyboarding - Speed & Accuracy (2) 2,0

This course is designed to review, correct, and improve touch-keyboarding techniques to increase speed and to improve accuracy. Student's skill level is assessed at the beginning of the class. Course is repeatable to four credits. (1.2) Proficiency Credit Not Available Pass/No Credit Available.

In-District Tuition/Fees: \$274 (effective 2021/22 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: Grade of C or better in OTS 100 or passing score on OTS 100 proficiency examination

Semester(s) Offered: Fall, Spring and Summer