

## Office Management Technology

### Description

Mastery of computer applications, communication skills, and interpersonal skills are musts for the office of the 21st century. Tulsa Tech's Office Management Technology program is designed to prepare you for general office tasks. It also offers opportunities for personal growth through assignments that develop leadership skills while concentrating on the mastery of basic office skills. You will learn Microsoft Office computer applications, how to integrate projects using various applications, how to use electronic communications effectively, and how to set goals for personal growth that translate to career employment and advancement on the job. You will be prepared for entry-level employment and have a solid foundation for further training or you may apply credit toward an associate or advanced degree.

- Intern in government, educational, or non-profit organizations & a variety of other commercial environments
- Design, develop, & deliver projects using skills found in an office setting
- Apply time management, interpersonal, & employability skills that are required for success in today's business climate
- Prepare for industry-recognized professional certification exams using MS Office Suite

### College Credit

College credit may be available through TCC, RSU, or OSU-Institute of Technology. For more details call the college relations office at 918-828-5205. All college credit is awarded by the college/university.

### Credential/Industry Certifications

Microsoft Office Specialist, completion certificate

### Application Process

Apply ON-LINE at [www.tulsatech.edu/apply](http://www.tulsatech.edu/apply). Applications can also be obtained in the counseling offices on any of the campuses; at the Career Services Center located on the Memorial Complex; or by calling 918-828-5200.

### Career Majors/Courses

#### Administrative Assistant

##### Courses

Fundamentals of Technology  
Fundamentals of Administrative Technologies  
Administrative Technologies II  
Office Administration & Management  
Career Major Capstone

#### Microsoft Office Specialist

##### Courses

Fundamentals of Technology  
Fundamentals of Administrative Technologies  
Administrative Technologies II  
Office Administration & Management  
Microsoft Office Specialist Outlook/Word (Vista optional) Study Prep  
Microsoft Office Specialist Access Study Prep  
Microsoft Office Specialist Excel/Powerpoint Study Prep  
Career Major Capstone  
*Optional*  
Advanced Career Major Capstone

### Employment Opportunities

Tulsa Tech's Career Placement Services team builds partnerships with Tulsa area businesses & industry to create opportunities for work-based experiences and job placement. Job search assistance is provided before and after graduation. Services include with employment information, resume building, refining interview skills and life-time access to the Tulsa Tech Job Connect database. Call Career Placement Services at 918-828-5270 or visit [www.tulsatech.edu/jobconnect](http://www.tulsatech.edu/jobconnect) / email [jobconnect@tulsatech.edu](mailto:jobconnect@tulsatech.edu).  
2009-2010 year completion & placement data:

- Total Enrolled: 32
- Completion: 72%
- Completed on-time: 100%
- Job Placement: 65%
- Returning Students: 13%
- OPE ID: 005311 / CIP: 52.0401

### Campus Location

#### Peoria Campus

3850 North Peoria  
Tulsa, OK 74106-1619  
(918) 828-2000  
FAX (918) 828-2009

### Area Salary

For information concerning working conditions, physical requirements, employment and job outlook please refer to the Occupational Outlook Handbook (OOH), 2010-11 Edition at <http://www.bls.gov/oco/>.

Salary information can be found at The Occupational Information Network (O\*NET) Resource Center at <http://www.onetonline.org/>.  
O\*NET-SOC Code: 43-6011.00

### Who Can Attend?

Adults

### Tuition/Fees/Books

- Tuition: \$1,320 - \$1,650
- Lab & Required Fees: \$130 - \$160
- Additional Required Costs: \$200 - \$850
- Optional Fees: \$161 - \$353

*Additional required costs: books, equipment, tools, uniforms & supplies.*

### Scheduling Information

#### Adults / 9-21 months Adult sessions:

1/2 Day: 7:45 - 10:45 A.M. / 11:50 - 2:50 P.M.

Day: 7:45 A.M. - 2:50 P.M.

Check with Admissions Office at 918-828-5260 for start dates.

### Financial Aid

Financial assistance is available through several options at Tulsa Tech. For the most up-to-date information, call 918-828-5280 or visit [www.tulsatech.edu](http://www.tulsatech.edu). Some career majors are eligible for federal financial aid. To apply, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).