Admission Requirements
To qualify for admission, a student must be a high school graduate or GED recipient. Students not meeting these requirements should contact the Admissions Office at Ohio University Chillicothe for further information concerning admission.

Course of Study
The Office Technology (OTEC) curriculum may be pursued on either a full-time or part-time basis with day, evening, and online classes available. Students typically start fall semester, but may enter the program at any point during the academic calendar. Full-time students should take 15 or more credit hours per semester. Part-time students may pursue the degree at a rate they desire; however, a minimum of seven credit hours of course work each semester is recommended. Students completing the degree requirements will earn an Associate of Applied Business in Office Technology.

Financial Resources
Students are eligible for many different financial aid resources. These include:

- Federal Grants and Loans
- Ohio University Scholarships
- State Grants and Loans

To begin the process, you should apply for financial aid at www.fafsa.gov as soon as possible. For Ohio University Chillicothe, use the University Federal School Codes: 003100 and 003102.

Financial Aid Office: 740.774.7289 or toll free 877.GO.2.OUCH.

OTEC Facilities
The OTEC program at OUC features a multimedia computer lab, current business application software, course materials with web resources, and innovative teaching/learning methods that are reflective of the latest in technology. The atmosphere is pleasant, instructors are friendly and helpful, and classes are kept small to provide each student with individualized attention.

For More Information
If you are interested in this program, please use the following contact information to submit any requests:

Ohio University Chillicothe
Office Technology
Allison White, Associate Professor
OTEC Program Coordinator
101 University Drive
Chillicothe, OH 45601
Tel: 740.774.7256
whitea3@ohio.edu

www.ohio.edu/chillicothe/
academics/degreesandprograms/
officetechnology.cfm
First Year

**Fall Semester**
- OTEC 1010 Fundamentals of Info. Tech.  3
- OTEC 1210 Keyboarding I  3
- OTEC 1710 Administration Procedures  3
- OTEC 2250 *Word Processing  3
- OTEC 2800 Seminar (Entry)  1
- COMS 1010 Fund. of Human Comm.  3
- COMS 1030 Public Speaking  3
**TOTAL**  16

**Spring Semester**
- OTEC 1220 Keyboarding II  3
- OTEC 2260 *Spreadsheets  3
- OTEC 2670 Office Supervision  3
- ENG 1510 Writing & Rhetoric I  3
- MATH 1090 Consumer Mathematics  3
**TOTAL**  15

Second Year

**Fall Semester**
- OTEC 2270 *Presentations  3
- OTEC 2300 Business Communications  3
- OTEC 2680 Information Systems Design  3
- ECON 1030 Principles of Microeconomics  3
- ATCH 1030 Financial Accounting  3
- ACCT 1010 Foundations of Accounting  3
- OTEC 2910 Internship  3
**TOTAL**  18

**Spring Semester**
- OTEC 2000 Desktop Publishing  3
- OTEC 2280 *Databases  3
- OTEC 2800 Seminar (Exit)  1
- BUSL 2000 Law and Society  3
- ATCH 1040 Managerial Accounting  3
- ACCT 1020 Decision Making Accounting  3
- Tier II Social Science  3
**TOTAL**  16

*Students prepare for Microsoft Office Specialist (MOS) certifications.*

Baccalaureate Programs

Opportunities for bachelor’s degrees in areas such as communications, technical and applied studies and applied management are available for OTEC program graduates. Skills acquired in the OTEC program provide clear advantages for those transitioning into baccalaureate programs.

Overview of OTEC Program

Would you like to be part of an administrative team? If you want the prestige, responsibility, and security that a career as an office professional provides, the Office Technology (OTECH) program at OUC is for you. Let our trained professionals help you develop the skills you need to succeed as an office manager or administrative assistant.

Due to today’s changing technologies, business emphasis is often on greater efficiency, productivity, and an increasing managerial role. With this shift comes greater responsibility which is reflected in the duties of the office administrator. This includes leadership and management functions such as project management, integrating computer software applications, organizing and scheduling, and internet/intranet/extranet use and maintenance. Program graduates demonstrate good human relations skills including customer service, teamwork, and ethics.

Medical, Legal, and Business Analyst Specializations

Course topics include: terminology, procedures, medical coding and billing, and applications in project management. These course sets provide a value-added component to the degree and are recommended for anyone interested in a career in the medical, legal, or business analysis fields.

Multiple certifications and preparation for credentials are included within the course outcomes along with exposure to a variety of software applications and databases essential to these career paths. Please contact the OTEC Program Coordinator for more information.