



## Office Careers Technology

**Organization** Washburn Institute of Technology

**Program Number** 52.0401

**Instructional Level** Certificate

### Target Population

Grades 11 & 12  
Post-secondary

### Description

This program prepares students for entry level administrative office positions that enhance their ability for promotion to advanced positions. The program provides extensive training in computer software including Microsoft Office and QuickBooks. Skills are enhanced through application and simulations using the Gregg Reference Manual, transcription, 10-key entry, and desktop publishing.

### Entry Requirements

WorkKeys® Applied Math Level 4

WorkKeys® Reading for Information Level 4

Ability to type at least 20 words per minute (WPM) or 25 net words per minute (NWPM) for full-time enrollment.

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

### Student Learning Outcomes

- A. Communicate effectively.
- B. Integrate technology.
- C. Learn effectively - use academics effectively.
- D. Demonstrate cooperative/teamwork skills.
- E. Apply safety.
- F. Think critically and creatively.
- G. Demonstrate responsible work ethics.

## Program Outcomes

- A. Demonstrate appropriate keyboarding techniques while increasing accuracy and speed.
- B. Communicate effectively in both oral and written form.
- C. Demonstrate advance word processing functions.
- D. Demonstrate advanced spreadsheet management functions.
- E. Demonstrate double-entry accounting by hand and through the use of computer software.
- F. Develop a professional portfolio and demonstrate human relation management skills.
- G. Demonstrate and apply word processing concepts to business documents.
- H. Prepare error-free business documents demonstrating efficient time management skills.
- I. Demonstrate correct ergonomic techniques.

Course #	Course Title	Credit Hours	Required
BAT116	Intro to Business Accounting	2	Yes
BAT122	Business Communications	4	Yes
BAT126	Intro to Accounting Software	2	Yes
BAT130	Word Processing	4	Yes
BAT140	Document Processing	4	Yes
BAT172	Spreadsheet Management	4	Yes
BAT180	Human Relations	4	Yes

## Program Course Descriptions

### BAT116 Intro to Business Accounting (2 credits)

This course develops a foundation for accounting skills and assists students attain an understanding of accounting concepts and the importance of accounting for funds in a business. Students build on their foundation of knowledge one topic at a time with repetition of key concepts to ensure an understanding of the basic financial accounting cycle, including checkbook reconciliation, through lecture and comprehensive exercises using work papers, as well as spreadsheets.

### BAT122 Business Communications (4 credits)

This course includes the identification and use of the parts of speech, punctuation, capitalization, and numbers correctly in writing effective sentences and paragraphs. Basic spelling rules will be covered and implemented.

### BAT126 Intro to Accounting Software (2 credits)

This course provides an introduction to accounting software program using a comprehensive, hands-on training manual to learn computer accounting practices through sample companies.  
**Prerequisites:** BAT116 Introduction to Business Accounting or BAT118 Business Accounting I

### **BAT130 Word Processing (4 credits)**

Students will use Microsoft Office Word software to create and edit basic to advanced documents, including tables and charts. This is an instructor guided lab course.

### **BAT140 Document Processing (4 credits)**

This course continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough-draft sources.

### **BAT172 Spreadsheet Management (4 credits)**

This course is designed to familiarize the student with various basic and advanced spreadsheet functions. These include creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics, and customizing the appearance and functions of spreadsheets.

### **BAT180 Human Relations (4 credits)**

This course is designed for students to learn skills to compete in an increasingly competitive work environment. Skills stressed will be the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability, and business ethic

### **ADA Notification Statement and Disability Services:**

The Testing/ADA Coordinator office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin by contacting the Testing/ADA Coordinator's office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services. Testing/ADA Coordinator coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Testing/ADA Coordinator

Phone: 785-228-6356

E-Mail: [ssscoordinator@washburntech.edu](mailto:ssscoordinator@washburntech.edu)

