

OFFICE CAREERS (OFCR)

OFCR 1350 – Speed Building Strategies **3 credit hours**

The Cortez Peters' method of typing uses a series of diagnostic tests to identify the student's typing weaknesses and specific drills to eliminate these weaknesses for a dramatic reduction in errors and a substantial increase in speed. The course may be repeated for credit but may count only once toward the completion of a certificate or degree. Lab Fee

Pre-requisite(s): OFCR 1200

Schedule type: Lecture

OFCR 1400 – College Keyboarding **3 credit hours**

This course teaches keyboard mastery, techniques, rhythm, speed, and accuracy in the operation of the computer keyboard and in the typing of business letters, memoranda, and reports. Lab Fee

Schedule type: Independent Study, Lecture, Web

OFCR 1450 – Speed-Building Strategies **3 credit hours**

The Cortez Peters' method of typing uses a series of diagnostic tests to identify the student's typing weaknesses and specific drills to eliminate these weakness for a dramatic reduction in errors and a substantial increase in speed. The course may be repeated for credit but may count only once toward the completion of a certificate or degree. Lab Fee

Schedule type: Independent Study, Lecture, Web

OFCR 1500 – Legal Typing **3 credit hours**

This course provides some background in legal procedures and sharpens the typing skills required in a legal office setting. Lab Fee

Pre-requisite(s): OFCR 1200

Schedule type: Independent Study, Lecture

OFCR 1510 – Legal Typing & Transcription **3 credit hours**

This course provides background in legal procedures and sharpens the typing skills required in a legal office setting and familiarizes students with legal terminology and provides transcription practice that simulates the transcription of a legal secretary/transcriptionist. It includes pronunciation of legal terms, transcription tests, and transcribing of legal cases. The course emphasizes speed and accuracy when transcribing legal documents. Lab Fee. Pre-requisite: OFCR 1200 or permission of the program manager

Schedule type: Independent Study, Lecture, Web

OFCR 1600 – Medical Typing **3 credit hours**

OFCR 1600 provides some background in medical office procedures and sharpens the typing skills required in a medical office setting. Lab Fee

Pre-requisite(s): OFCR 1200

Schedule type: Independent Study, Lecture

OFCR 2100 – Advanced Typing **3 credit hours**

This course emphasizes speed and accuracy in the production of multi-page documents, including emails, letters, memos, reports, and tables with proofreaders' marks. It also covers the production of business, MLA, and APA style reports, including headers/footers, footnotes, citations, and reference pages. It reinforces the techniques, knowledge, and skills necessary to produce such documents, including but not limited to Agendas, Minutes, Cover Pages, and Resumes using MS Word. Lab Fee.

Pre-requisite(s): OFCR 1400, OFCR 1500

Schedule type: Independent Study, Lecture, Web