



TWO-YEAR DEGREE PROGRAM: Office Technology Professional

The Office Technology Professional program prepares students to be proficient office administrators. Students in this program learn the most extensively used software packages, office procedures, and management techniques. Graduates of the OTP program are eligible to take Microsoft Office Specialist (MOS) exams. MOS certifications denote expert abilities in Microsoft Office products and may facilitate placement or professional development.

If the following qualities describe you, a career in the Office Technology Professional field might be a good choice:

- ➔ Problem-solver
- ➔ Detail-oriented
- ➔ Interested in technology
- ➔ Friendly
- ➔ Flexible

Office Technology Professional Students Will:

- ➔ Learn how to keep an office organized and running smoothly
- ➔ Learn to create websites and maintain databases
- ➔ Become involved in the ever-changing technological environment
- ➔ Learn to prioritize tasks
- ➔ Exhibit professional behavior

Sample of Courses

- ➔ Keyboarding/Formatting
- ➔ Microsoft Office Software
- ➔ Accounting for Small Business
- ➔ Business Law
- ➔ Records Management
- ➔ Editing and Proofreading
- ➔ Transcription
- ➔ Database
- ➔ Desktop Publishing

Sample of Career Opportunities

- ➔ Administrative Assistant
- ➔ Support Specialist
- ➔ Executive Secretary
- ➔ Computer Applications Specialist
- ➔ Software Specialist
- ➔ Office Manager

Internship

All two-year students are required to complete a 336-hour internship providing them with on-the-job experience and a safety net of instructors to confide in if challenges occur. Many of our students are offered jobs upon completion of their internship.

Admissions Program Requirements

- ➔ High school transcripts, an equivalent or GED
- ➔ PSSA scores (HS graduates only)
- ➔ Two letters of recommendation from a current employer or teacher
- ➔ COMPASS scores
- ➔ Personal interview

Career Services

Our Career Services Office provides a wealth of resources and information to our students and graduates. We encourage our students to acquaint themselves with our office so we can help. Some of our services include:

- ➔ Hosting Job Fairs
- ➔ Creating Strong Employer Relations
- ➔ Inviting Business Guests to Speak
- ➔ Providing Job Search Classes

Financial Aid

South Hills School of Business & Technology understands that your education is an investment in your future. The Financial Aid staff will work with you to make sure you receive all aid for which you are eligible. For answers to your financial aid questions, please contact our financial aid office.