Office Management Technology

Gordon Cooper Technology Center offers full-time career pathways to high school juniors, seniors and adults. A student is eligible to receive college credit for most full-time career majors. High School students are eligible to receive math credit for various career majors. Courses are offered from 8:15 to 11:15 AM and 12:55 to 3:55 PM Monday through Friday. A student can choose to attend either the AM or PM session or both sessions. All students must be assessed before entering a career major.

**Office Management Technology** prepares individuals for success in office assisting occupations. Students may choose to train for a profession as an administrative assistant, medical office assistant, medical insurance coder, or legal receptionist. Training areas will include computers, office equipment, communications, and the most up-to-date software, including Microsoft Office.

**Career Majors:**

(For financial aid a Career Major must be 600 hours or more.)

<table>
<thead>
<tr>
<th>Career Majors within Office Management Technology:</th>
<th>Hours</th>
<th>Required Books</th>
<th>Required Supplies</th>
<th>Required Uniforms</th>
<th>Certification Test Costs</th>
<th>Optional Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>600</td>
<td>$150.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Customer Service Specialist</td>
<td>480</td>
<td>$150.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>900</td>
<td>$650.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Medical Insurance Coder</td>
<td>1080</td>
<td>$1100.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Legal Receptionian</td>
<td>600</td>
<td>$650.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

Adding Business Math to any of the career majors will add 120 hours $150.00 for the math book.

*Out-of-District Tuition is double the amount of In-District Tuition*

**Entrance Requirements:** Reading skills at the 10th grade level or above, math skills at the 9th grade level or above. Basic keyboarding and computer skills are helpful, but not required.

**Academic Credits:** 1 unit of Computer I (OHLAP) 1 unit of Computer II (OHLAP)

**College Credit:** College credit towards an Associate of Applied Science can be earned from St. Gregory’s University.

**Certification Testing:** The content in this program aligns to industry credentials. Credentials targeted include Microsoft MOS Certifications, Certport IC3 Certification, Brainbench Online Certifications, Oklahoma Department of CareerTech Certifications, and National Healthcareer Association (NHA): Certified Medical Administrative Assistant (CMAA) and Certified Billing and Coding Specialist (CBCS)

**Potential Salary Range:** Entry level: $10.00-$12.00 per hour; with experience: $12.00-$18.00 per hour

**For financial assistance go to:** www.fafsa.ed.gov

**Instructor:** Terri Harp (405) 273-7493 x2260  **Email:** terrih@gctech.edu
NON-DISCRIMINATION

The Gordon Cooper Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, ethnicity, religion, national origin, age, gender, disability or veteran status in any of its policies, practices, or procedures. These equal opportunity provisions include, but are not limited to admission, employment, financial aid, and student services. Compliance Officers are: Mike Matlock, Neisha Haskins and Donna Stone.

Information regarding career majors and gainful employment statistics of our former students can be found under the “About” tab on our school website:  www.gctech.edu