



# Computer & Business

Alva Campus

## Office Information Specialist

### DESCRIPTION:

The Office Information Specialist career option helps students gain the technical and managerial skills needed for success in competitive business careers. They learn to integrate multiple software applications used in office settings. Students learn a variety of software packages used in desktop publishing/web design and develop the fundamental skills needed to create, revise, optimize and export graphics. Adult students have the opportunity to participate in the “on-the-job training program through this career option. Students will prepare a portfolio which showcases examples of their work, certifications, resume and other professional information. This program is accredited by the OSDE and the ODCTE.

### CERTIFICATIONS/CREDENTIALS:

- Adobe Photoshop
- Interpersonal Communications
- Office Management
- WorkKeys
- Microsoft Certifications (Various)
- Accounts Payable/Receivable

### CAREER OPPORTUNITIES:

- Secretary
- Administrative Assistant
- Executive Assistant
- Office Manager

**SALARY :** **NWOK (Avg.) \$41,000**

By utilizing the SOC Code: 43-6014 for Office Information Specialist at [www.onetonline.org/link/summary/43-6014](http://www.onetonline.org/link/summary/43-6014) additional information including working conditions, physical requirements, knowledge skills and salary range can be found. Gainful employment including related occupations, program costs, length, on-time completion/graduation rates, job placement rates, and median loan debt is available at <http://www.nwtech.edu/gainful-employment/>.

### COST OF ATTENDANCE:

High School In-District Students - No Tuition Charge

Adult Student Costs	Dependent		Independent	
	ID	OD	ID	OD
<b>Tuition and Fees*</b>	1,920.00	3,840.00	1,920.00	3,840.00
Books, Course Materials, Supplies, and Equipment*	480.00	480.00	480.00	480.00
Certification/Licensure Expense*	0.00	0.00	0.00	0.00
<b>Direct Cost of Attendance</b>	<b>2,400.00</b>	<b>4,320.00</b>	<b>2,400.00</b>	<b>4,320.00</b>
Housing & Food**	5,654.40	5,654.40	11,925.00	11,925.00
Transportation**	1,225.12	1,225.12	2,583.75	2,583.75
Miscellaneous**	2,544.48	2,544.48	5,366.25	5,366.25
Estimated Cost with living expenses	11,824.00	13,744.00	22,275.00	24,195.00

\*Direct costs are items directly related to attending NWTC. \*\*Source: Indirect costs - Southwest Consumer Price Index as of 12/22 - released 1/12/23.

More information on tuition, fees, estimated cost of attendance, estimated living expenses and financial aid for adult students can be found at <https://nwtech.edu/student-services/financial-aid-tuition/>.

### COURSE INFORMATION 960 Hours

Fundamentals of Technology	120 Hrs.
Fundamentals of Admin.Tech. I	120 Hrs.
Fundamentals of Admin.Tech. II	120 Hrs.
Office Administration/Mgt.	120 Hrs.
Computerized Accounting	120 Hrs.
Employment Essentials	120 Hrs.
Exec. Admin.Asst. Capstone	120 Hrs.

High School Students may use this career option to fulfill computer science credits needed for graduation.

### INSTRUCTOR:

Pam Malone, Instructor  
 pmalone@nwtech.edu  
 1801 Eleventh St., Alva, OK 73717  
 580.327.0344

### CONNECT ON SOCIAL MEDIA:

[www.nwtech.edu](http://www.nwtech.edu)

### SCHEDULES AVAILABLE:

8:00am - 11:00am  
 12:30pm - 3:30pm

Full-time adult students attend both sessions.

### APPLICATION & ADMISSIONS:

Complete an application at <https://nwtech.edu/student-services/enrollment-processes/>. For Admission Questions or To Schedule a Visit: Call NWTC at 580.327.0344. Financial assistance is available to adult students who qualify. ID=In-District; OD=Out-of-District

NWTC provides equal opportunities to all students without regard race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in the operation of CTE programs, recruitment, admissions, financial aid or employment practices.