

OFFICE SYSTEMS TECHNOLOGY A25360

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Office Systems Technology Associate in Applied Science Degree A25360 (Revised 2003*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research and Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
Selected from the list of natural science/mathematics courses for the Associate in Applied Science degree appearing in the current catalog.				
AND				
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a degree.</i>				
II. Major Courses: 57 Hours				
A. Core: 14 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Text Editing Applications	3	0	0	3
OST 184 Records Management	1	2	0	2
OST 289 Office Systems Management	2	2	0	3
B. Other Major Courses: 43 Hours				
1. Required: 24 Hours				
BUS 121 Business Math	2	2	0	3
OST 122 Office Computations	1	2	0	2
OST 135 Adv Text Entry & Format	3	2	0	4
OST 136 Word Processing	1	2	0	2
OST 162 Executive Terminology	3	0	0	3
OST 223 Machine Transcription I	1	2	0	2
OST 224 Machine Transcription II	1	2	0	2
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word/Information Proc	2	2	0	3

Office Systems Technology A25360 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Select 19 hours from the following (a maximum of 3 hours of COE are allowed):				
ACC 120 Prin of Financial Acct	3	2	0	4
ACC 140 Payroll Accounting	1	2	0	2
BUS 115 Business Law I	3	0	0	3
BUS 260 Business Communication	3	0	0	3
CIS 120 Spreadsheet I	2	2	0	3
CIS 152 Database Concepts & Apps	2	2	0	3
CIS 172 Intro to the Internet	2	3	0	3
COE 111-112Co-op Work Experience I	0	0	10-20	1-2
COE 121-122Co-op Work Experience II	0	0	10-20	1-2
COE 131 Co-op Work Experience III	0	0	10	1
OST 131 Keyboarding	1	2	0	2
OST 181 Intro to Office Systems	2	2	0	3
OST 284 Emerging Technologies	1	2	0	2

III. Other Required Courses: 1 Hour

ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success & Study Skills	0	2	0	1

Total Credits

73



Office Systems Technology

Diploma D25360D

(Revised 2001*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research and Reporting	3	0	0	3
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a diploma.</i>				
II. Major Courses: 40 Hours				
A. Core: 14 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Text Editing Applications	3	0	0	3
OST 184 Records Management	1	2	0	2
OST 289 Office Systems Management	2	2	0	3
B. Other Major Courses: 26 Hours				
1. Required: 22 Hours				
BUS 121 Business Math	2	2	0	3
OST 122 Office Computations	1	2	0	2
OST 135 Adv Text Entry & Format	3	2	0	4
OST 136 Word Processing	1	2	0	2
OST 162 Executive Terminology	3	0	0	3
OST 223 Machine Transcription I	1	2	0	2
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word/Information Proc	2	2	0	3
2. Select 4 hours from the following (a maximum of 2 hours of COE are allowed):				
BUS 260 Business Communication	3	0	0	3
CIS 172 Intro to the Internet	2	3	0	3
COE 111-112 Co-op Work Experience I	0	0	10-20	1-2
COE 121 Co-op Work Experience II	0	0	10	1
OST 131 Keyboarding	1	2	0	2
OST 284 Emerging Technologies	1	2	0	2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success & Study Skills	0	2	0	1
Total Credits				47

Office Systems Technology
Receptionist Certificate C25360C1
(Revised 2001*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
<i>Students are required to demonstrate competency in ENG 090, RED 090, and MAT 060 prior to receiving a certificate.</i>				
II. Major Courses: 17 Hours				
A. Core: 6 Hours				
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Text Editing Applications	3	0	0	3
B. Other Major Courses: 11 Hours				
1. Required				
OST 136 Word Processing	1	2	0	2
2. Select 9 hours from the following (a maximum of 2 hours of COE are allowed):				
COE 111-112 Co-op Work Experience I	0	0	10-20	1-2
COE 121 Co-op Work Experience II	0	0	10	1
OST 131 Keyboarding	1	2	0	2
OST 162 Executive Terminology	3	0	0	3
OST 223 Machine Transcription I	1	2	0	2
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word/Information Proc	2	2	0	3
Total Credits				17

Office Systems Technology
Transcriptionist Certificate C25360C2
(Revised 2004*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
<i>Students are required to demonstrate competency in ENG 090, RED 090, and MAT 060 prior to receiving a certificate.</i>				
II. Major Courses: 18 Hours				
A. Core: 9 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Text Editing Applications	3	0	0	3
B. Other Major Courses: 9 Hours				
1. Required				
OST 136 Word Processing	1	2	0	2
OST 223 Machine Transcription I	1	2	0	2
OST 224 Machine Transcription II	1	2	0	2
2. Select 3 hours from the following (a maximum of 2 hours of COE are allowed):				
COE 111-112 Co-op Work Experience I	0	0	10-20	1-2
COE 121 Co-op Work Experience II	0	0	10	1
OST 131 Keyboarding	1	2	0	2
OST 236 Adv Word/Information Proc	2	2	0	3
Total Credits				18

Office Systems Technology

Word Processing Certificate C25360C3

(Revised 2001*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
<i>Students are required to demonstrate competency in ENG 090, RED 090, and MAT 060 prior to receiving a certificate.</i>				
II. Major Courses: 17 Hours				
A. Core: 9 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Text Editing Applications	3	0	0	3
B. Other Major Courses: 8 Hours				
1. Required				
OST 136 Word Processing	1	2	0	2
2. Select 6 hours from the following (a maximum of 2 hours of COE are allowed):				
COE 111-112 Co-op Work Experience I	0	0	10-20	1-2
COE 121 Co-op Work Experience II	0	0	10	1
OST 131 Keyboarding	1	2	0	2
OST 135 Adv Text Entry & Format	3	2	0	4
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word/Information Proc	2	2	0	3
OST 284 Emerging Technologies	1	2	0	2
Total Credits				17

