#### **Office Systems Technology**

| Degrees:    |                               |       |  |  |
|-------------|-------------------------------|-------|--|--|
| AAS         | Office Systems Technology     |       |  |  |
|             | - Administrative Track        | 60-61 |  |  |
|             | - Desktop Publishing Track    | 62-64 |  |  |
|             | - Financial Assistant Track   | 60-61 |  |  |
|             | - Legal Administrative Track  | 60-61 |  |  |
| Diploma     | Administrative Assistant      | 41-42 |  |  |
| -           | Desktop Publishing Specialist | 44-45 |  |  |
|             | Financial Assistant           | 38-39 |  |  |
|             | Legal Office Assistant        | 39    |  |  |
|             | Office Assistant              | 36    |  |  |
| Certificate | Administrative                | 30    |  |  |
|             | Basic Business Presentation   | 15    |  |  |
|             | Data Entry Operator           | 6     |  |  |
|             | Desktop Publishing            | 27    |  |  |
|             | Financial Assistant Clerk     | 18    |  |  |
|             | Financial Assistant Trainee   | 12    |  |  |
|             | Financial Record Keeper       | 30    |  |  |
|             | Integrated Office Skills      | 21    |  |  |
|             | Legal Receptionist            | 15    |  |  |
|             | Receptionist                  | 12    |  |  |

#### **Description:**

The Office Systems Technology program is an integrated curriculum, which prepares graduates at the certificate, diploma, and associate degree level. The Office Systems Technology program prepares students to work in an office environment of people, process, and technologies. Job titles may include Administrative Assistant, Office Assistant, Office Manager, and Financial Assistant. These personnel use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, database, and spreadsheet). They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis. Technical courses combined with general education courses prepare students for today's workforce and provide a basis for lifelong learning, a necessity for the workforce of the future. Students select an area of specialty from the following tracks: financial assistant, administrative, desktop publishing, and legal. Program graduates are employed in professional office, education, government, businesses, and industries. Graduates may choose to sit for the Certified Professional Secretary Examination or Certified Administrative Professional Examination or Microsoft Office Specialists Certifications.

Students entering this program will need to have basic computer skills and keyboarding skills. (Refer to Technical Standards for Office Systems Technology Program.)

**Implementation:** Fall 2012

**Outlines:** 

#### AAS Office Systems Technology

#### **General Education:**

| Course        | Course        |           |              | <u>Credit</u> |
|---------------|---------------|-----------|--------------|---------------|
| <b>Prefix</b> | <u>Number</u> |           | Course Title | <b>Hours</b>  |
| ENG           | 101           | Writing I |              | 3             |

| MAT      | 105     | Business Mathematics OR                    | 3     |
|----------|---------|--|-------|
| MAT      | 110     | Applied Mathematics OR                     | (3)   |
|          |         | Higher Level Quantitative Reasoning Course | (3)   |
|          |         | Heritage/Humanities                        | 3     |
|          |         | Oral Communication Course                  | 3     |
|          |         | Natural Sciences Course                    | 3-4   |
|          |         | Social /Behavioral Sciences Course***      | 3     |
|          |         | General Education Credit Hours             | 18-19 |
| Technica | al Core |  |       |
| OST      | 105     | Introduction to Information Systems        | 3     |
| OST      | 215     | Office Procedures                          | 3     |
| OST      | 110     | Document Formatting and Word Processing    | 3     |
| OST      | 160     | Records and Database Management            | 3     |
| OST      | 210     | Advanced Word Processing Application       | 3     |
| OST      | 240     | Software Integration                       | 3     |
| OST      | 235     | Business Communications Technology         | 3     |
| OST      | 275     | Office Management                          | 3     |
|          |         | Technical Core Credit Hours                | 24    |

\*\*\*Association of Collegiate Business Schools and Programs (ACBSP) accredited colleges must require Economics.

# **Administrative Track**

| Course        | Course        |   | Credit       |
|---------------|---------------|---|--------------|
| <u>Prefix</u> | <u>Number</u> | <u>Course Title</u>                             | <b>Hours</b> |
| ACT           | 101           | Fundamentals of Accounting I OR                 | 3            |
|               |               | Higher Level Accounting Course                  | (3)          |
| OST           | 220           | Administrative Office Simulation                | 3            |
| OST           | 225           | Introduction to Desktop Publishing              | 3            |
|               |               | Choose three courses (9 credit hours) from the  |              |
|               |               | following list:                                 |              |
| BAS           | 160           | Introduction to Business                        | 3            |
| ENG           | 102           | Writing II                                      | 3            |
| BAS           | 120           | Personal Finance                                | 3            |
| OST           | 255           | Introduction to Business Graphics               | 3            |
| OST           | 150           | Transcription and Office Technology             | 3            |
| OST           | 108           | Editing Skills for the Office Professional      | 3            |
| OST           | 272           | Presentation Graphics                           | 3            |
| OST           | 250           | Advanced Desktop Publishing                     | 3            |
| OST           | 295           | Office Systems Technology Internship OR         | 3            |
| COE           | 199           | Cooperative Education                           | (3)          |
|               |               | Total Administrative Track Credit Hour          | 18           |
|               |               | Total Credit Hours OST AAS Administrative Track | 60-61        |

# **Financial Assistant Track**

| <u>dit</u><br>urs          |
|----------------------------|
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| 3)                         |
| 3                          |
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| 3<br>3<br>3<br>3<br>3<br>3 |

| BAS | 160 | Introduction to Business                              | 3     |
|-----|-----|---|-------|
| OST | 225 | Introduction to Desktop Publishing                    | 3     |
| BAS | 120 | Personal Finance                                      | 3     |
| OST | 213 | Business Calculations for the Office Professional     | 3     |
| OST | 272 | Presentation Graphics                                 | 3     |
| ENG | 102 | Writing II  | 3     |
| OST | 295 | Office Systems Technology Internship OR               | 3     |
| COE | 199 | Cooperative Education                                 | (3)   |
|     |     | Total Financial Assistant Track Credit Hours          | 18    |
|     |     | <b>Total Credit Hours OST AAS Financial Assistant</b> | 60-61 |
|     |     | Track   |       |

# **Desktop Publishing Track**

| <u>Course</u><br>Prefix | <u>Course</u><br>Number | Course Title                                  | <u>Credit</u><br><u>Hours</u> |
|-------------------------|-------------------------|---|-------------------------------|
| <u>i ienx</u>           | Number                  | Course Title                                  | 110015                        |
| OST                     | 130                     | Typography                                    | 3                             |
| OST                     | 215                     | Office Procedures                             | 3                             |
| OST                     | 225                     | Introduction to Desktop Publishing            | 3                             |
| OST                     | 250                     | Advanced Desktop Publishing                   | 3                             |
| OST                     | 255                     | Introduction to Business Graphics             | 3                             |
| OST                     | 272                     | Presentation Graphics                         | 3                             |
| OST                     | 220                     | Administrative Office Simulation OR           | 3                             |
| OST                     | 295                     | Office Systems Technology Internship OR       | (3)                           |
| COE                     | 199                     | Cooperative Education                         | (2-3)                         |
|                         |                         | Total Desktop Publishing Track Credit Hours   | 20-21                         |
|                         |                         | Total Credit Hours OST AAS Desktop Publishing | 62-64                         |
|                         |                         | Track   |                               |

### **Legal Administrative Track**

| <u>Course</u><br><u>Prefix</u> | <u>Course</u><br><u>Number</u> | <u>Course Title</u>                                      | <u>Credit</u><br><u>Hours</u> |
|--------------------------------|--------------------------------|--|-------------------------------|
| ACT                            | 101                            | Fundamentals of Accounting I OR                          | 3                             |
|                                |                                | Higher Level Accounting OR                               | (3)                           |
|                                |                                | Additional Accounting (ACC or ACT) Course                | 3                             |
| BAS                            | 267                            | Introduction to Business Law                             | 3                             |
| OST                            | 109                            | Legal Terminology  | 3                             |
| OST                            | 221                            | Legal Office Simulations                                 | 3                             |
| OST                            | 103                            | Medical Office Terminology OR                            | 3                             |
| CLA                            | 131                            | Medical Terminology from Greek and Latin OR              | (3)                           |
| AHS                            | 115                            | Medical Terminology                                      | (3)                           |
|                                |                                | <b>Total Legal Administrative Assistant Track Credit</b> | 18                            |
|                                |                                | Hours  |                               |
|                                |                                | Total Credit Hours OST AAS Legal Administrative          | 60-61                         |
|                                |                                | Track  |                               |

# **Diplomas**

# **Administrative Assistant**

# **General Education**

| <b>Course</b> | <b>Course</b> |  | <u>Credit</u> |
|---------------|---------------|--|---------------|
| <b>Prefix</b> | <u>Number</u> | Course Title   | <b>Hours</b>  |
| OST           | 108           | Editing Skills for the Office Professional OR        | 3             |
| ENG           | 101           | Writing I  | (3)           |
| OST           | 213           | Business Calculations for the Office Professional OR | 3             |

| MAT   | 105   | Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education   | (3)<br>(3)<br><b>6</b>   |
|---|---|--|--|
| Technical (   | Courses   |  |  |
| OST   | 105   | Introduction to Information Systems  | 3  |
| ACT   | 101   | Fundamentals of Accounting I OR  | 3  |
| 1101  | 101   | Higher Level Accounting Course   | (3)  |
| OST   | 110   | Document Formatting and Word Processing  | 3  |
| OST   | 160   | Records and Database Management  | 3  |
| OST   | 210   | Advanced Word Processing Applications  | 3  |
| OST   | 215   | Office Procedures  | 3  |
| OST   | 225   | Introduction to Desktop Publishing   | 3  |
| OST   | 235   | Business Communications Technology   | 3  |
| OST   | 240   | Software Integration   | 3  |
| ODI   | 240   | Choose three courses (8-9 hours) from the following  | 3  |
|   |   | list:  |  |
| BAS   | 160   | Introduction to Business   | 3  |
| ENG   | 102   | Writing II   | 3  |
| BAS   | 120   | Personal Finance   | 3  |
| OST   | 255   | Introduction to Business Graphics  | 3  |
| OST   | 150   | Transcription and Office Technology  | 3  |
| OST   | 108   | Editing Skills for the Office Professional   | 3  |
| OST   | 272   | Presentation Graphics  | 3  |
| OST   | 250   | Advanced Desktop Publishing  | 3  |
| OST   | 295   | Office Systems Technology Internship OR  | 3  |
| COE   | 199   | Cooperative Education  | (3)  |
|   |   | Total Technical Hours  | 35-36  |
|   |   | Total Credit Hours   | 41-42  |
|   |   |  |  |
| Conoral Fa  | Jugatian  | <b>Desktop Publishing Specialist</b>   |  |
| General Ed  |   | Desktop Publishing Specialist  | Cnadit   |
| <b>Course</b>   | <b>Course</b>   | 2 0 2  | <u>Credit</u>  |
|   |   | Desktop Publishing Specialist <u>Course Title</u>  | Credit<br>Hours  |
| <u>Course</u><br><u>Prefix</u>  | <u>Course</u><br><u>Number</u>  | Course Title   | Hours  |
| Course<br>Prefix<br>OST   | Course<br>Number<br>108   | Course Title  Editing Skills for the Office Professional OR  | Hours 3  |
| Course<br>Prefix<br>OST<br>ENG  | Course<br>Number<br>108<br>101  | Course Title  Editing Skills for the Office Professional OR Writing I  | 3 (3)  |
| Course<br>Prefix<br>OST   | Course<br>Number<br>108<br>101<br>213   | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR   | 3 (3) 3  |
| Course<br>Prefix<br>OST<br>ENG<br>OST   | Course<br>Number<br>108<br>101  | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR   | 3 (3) 3 (3)  |
| Course<br>Prefix<br>OST<br>ENG<br>OST   | Course<br>Number<br>108<br>101<br>213   | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course  | 3 (3) 3  |
| Course<br>Prefix<br>OST<br>ENG<br>OST   | Course<br>Number<br>108<br>101<br>213<br>105  | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR   | 3<br>(3)<br>3<br>(3)<br>(3)<br>(3)   |
| Course<br>Prefix  OST ENG OST MAT  Technical  | Course Number  108 101 213 105  Courses   | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course  | 3 (3) 3 (3) (3) (6   |
| Course Prefix  OST ENG OST MAT  Technical Course  | Course Number  108 101 213 105  Courses Course  | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  | 3 (3) 3 (3) (3) 6 Credit   |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix   | Course Number  108 101 213 105  Courses Course Number   | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title  | 3 (3) 3 (3) (3) 6 Credit Hours   |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST                                     | Course Number  108 101 213 105  Courses Course Number 105   | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems  | 3 (3) 3 (3) (3) 6 Credit Hours 3   |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST OST                                 | Course Number  108 101 213 105  Courses Course Number 105 110                                     | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing  | 3 (3) 3 (3) 6 Credit Hours 3 3   |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST OST OST                             | Course Number  108 101 213 105  Courses Course Number 105 110 130                                 | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography   | 3 (3) 3 (3) 6 Credit Hours 3 3 3 3 3   |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST OST                                 | Course Number  108 101 213 105  Courses Course Number 105 110                                     | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing  | 3 (3) 3 (3) 6 Credit Hours 3 3 3 3 3 3 3                                       |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST OST OST OST                         | Course Number  108 101 213 105  Courses Course Number 105 110 130 160                             | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography Records and Database Management   | 3 (3) 3 (3) 6 Credit Hours 3 3 3 3 3 3   |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST OST OST OST OST                     | Course Number  108 101 213 105  Courses Course Number 105 110 130 160 210                         | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography Records and Database Management Advanced Word Processing Applications Office Procedures   | 3 (3) 3 (3) 6 Credit Hours 3 3 3 3 3 3 3                                       |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST OST OST OST OST OST                 | Course Number  108 101 213 105  Courses Course Number 105 110 130 160 210 215                     | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography Records and Database Management Advanced Word Processing Applications   | 3 (3) 3 (3) 6 Credit Hours 3 3 3 3 3 3 3                                       |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST OST OST OST OST OST OST             | Course Number  108 101 213 105  Courses Course Number 105 110 130 160 210 215 225                 | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography Records and Database Management Advanced Word Processing Applications Office Procedures Introduction to Desktop Publishing  | 3 (3) (3) (3) 6 Credit Hours 3 3 3 3 3 3 3 3 3 3 3 3 3 3                       |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST | Course Number  108 101 213 105  Courses Course Number 105 110 130 160 210 215 225 235             | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography Records and Database Management Advanced Word Processing Applications Office Procedures Introduction to Desktop Publishing Business Communication Technology  | 3 (3) (3) (6 Credit Hours 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3                |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST | Course Number  108 101 213 105  Courses Course Number 105 110 130 160 210 215 225 235 240 250 255 | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography Records and Database Management Advanced Word Processing Applications Office Procedures Introduction to Desktop Publishing Business Communication Technology Software Integration                             | 3 (3) (3) (6 (2) (2) (3) (6 (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4 |
| Course Prefix  OST ENG OST MAT  Technical Course Prefix OST | Course Number  108 101 213 105  Courses Course Number 105 110 130 160 210 215 225 235 240 250     | Course Title  Editing Skills for the Office Professional OR Writing I Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total General Education  Course Title Introduction to Information Systems Document Formatting and Word Processing Typography Records and Database Management Advanced Word Processing Applications Office Procedures Introduction to Desktop Publishing Business Communication Technology Software Integration Advanced Desktop Publishing | 3 (3) (3) (6 Credit Hours 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3                |

| OST<br>OST              | 220<br>295                     | Administrative Office Simulation OR Office Systems Technology Internship OR    | 3 (3)                         |
|-------------------------|--------------------------------|--|-------------------------------|
| COE                     | 199                            | Cooperative Education  | (2-3)                         |
|                         |                                | Total Technical Hours  | 38-39                         |
|                         |                                | Total Credit Hours   | 44-45                         |
| <i>a</i> 17             |                                | Financial Assistant  |                               |
| General E               |                                |  | G 114                         |
| <u>Course</u><br>Prefix | <u>Course</u><br><u>Number</u> | Course Title   | <u>Credit</u><br><u>Hours</u> |
| <u>1 Telix</u>          | Number                         | Course True  | <u> 110u15</u>                |
| OST                     | 108                            | Editing Skills for the Office Professional OR                                  | 3                             |
| ENG                     | 101                            | Writing I  | (3)                           |
| OST                     | 213                            | Business Calculations for the Office Professional OR                           | 3                             |
| MAT                     | 105                            | Business Mathematics OR  | (3)                           |
|                         |                                | Higher Level Quantitative Reasoning Course                                     | (3)                           |
|                         |                                | Total General Education  | 6                             |
| Technical               | Courses                        |  |                               |
| Course                  | Course                         |  | Credit                        |
| Prefix                  | Number                         | <u>Course Title</u>  | Hours                         |
| OST                     | 105                            | Introduction to Information Systems  | 3                             |
| ACT                     | 101                            | Fundamentals of Accounting I OR  | 3                             |
| . CT                    | 102                            | Higher Level Accounting Course   | (3)                           |
| ACT                     | 102                            | Fundamentals of Accounting II OR   | 3                             |
| ACT                     | 279                            | Higher Level Accounting Course Computerized Accounting Systems                 | (3)<br>(3)                    |
| OST                     | 110                            | Document Formatting and Word Processing  | 3                             |
| OST                     | 160                            | Records and Database Management  | 3                             |
| OST                     | 215                            | Office Procedures  | 3                             |
| OST                     | 240                            | Software Integration   | 3                             |
|                         |                                | Choose three courses (8-9 hours) from the following list:                      |                               |
| BAS                     | 160                            | Introduction to Business   | 3                             |
| ENG                     | 102                            | Writing II   | 3                             |
| BAS                     | 120                            | Personal Finance   | 3                             |
| OST                     | 255                            | Introduction to Business Graphics  | 3                             |
| OST<br>OST              | 150<br>108                     | Transcription and Office Technology Editing Skills for the Office Professional | 3 3                           |
| OST                     | 272                            | Presentation Graphics  | 3                             |
| OST                     | 250                            | Advanced Desktop Publishing  | 3                             |
| OST                     | 295                            | Office Systems Technology Internship OR  | 3                             |
| COE                     | 199                            | Cooperative Education  | (2-3)                         |
|                         |                                | Total Technical Hours  | 32-33                         |
|                         |                                | Total Credit Hours   | 38-39                         |
|                         |                                | Legal Office Assistant   |                               |
| General Ed              |                                |  | ·                             |
| Course                  | Course                         | C Tru  | <u>Credit</u>                 |
| <u>Prefix</u>           | <u>Number</u>                  | <u>Course Title</u>  | <u>Hours</u>                  |
| OST                     | 108                            | Editing Skills for the Office Professional OR                                  | 3                             |
| ENG                     | 101                            | Writing I  | (3)                           |
| OST                     | 213                            | Business Calculations for the Office Professional OR                           | 3                             |
|                         |                                | Higher Level Quantitative Reasoning Course                                     | (3)                           |

| OST | 255 | Introduction to Business Graphics          | 3   |
|-----|-----|--|-----|
| OST | 150 | Transcription and Office Technology        | 3   |
| OST | 108 | Editing Skills for the Office Professional | 3   |
| OST | 272 | Presentation Graphics                      | 3   |
| OST | 250 | Advanced Desktop Publishing                | 3   |
| OST | 295 | Office Systems Technology Internship OR    | 3   |
| COE | 199 | Cooperative Education                      | (3) |
|     |     | Total Technical Hours                      | 30  |
|     |     | <b>Total Credit Hours</b>                  | 36  |

# Certificates

#### Administrative

| Course        | Course |  | <u>Credit</u> |
|---------------|--------|--|---------------|
| <b>Prefix</b> | Number | Course Title   | <b>Hours</b>  |
| OST           | 108    | Editing Skills for the Office Professional OR        | 3             |
| ENG           | 101    | Writing I  | (3)           |
| OST           | 105    | Introduction to Information Systems                  | 3             |
| OST           | 213    | Business Calculations for the Office Professional OR | 3             |
| MAT           | 105    | Business Mathematics OR                              | (3)           |
|               |        | Higher Level Quantitative Reasoning Course           | (3)           |
| OST           | 110    | Document Formatting and Word Processing              | 3             |
| OST           | 215    | Office Procedures                                    | 3             |
| OST           | 240    | Software Integration                                 | 3             |
| OST           | 235    | Business Communications Technology                   | 3             |
| OST           | 160    | Records and Database Management                      | 3             |
| ACT           | 101    | Fundamental of Accounting I OR                       | 3             |
|               |        | Higher level Accounting Course                       | (3)           |
| OST           | 150    | Transcription and Office Technology                  | 3             |
|               |        | Total Credit Hours                                   | 30            |

### **Basic Business Presentation**

| <u>Course</u> | Course |   | Credit |
|---------------|--------|---|--------|
| <b>Prefix</b> | Number | Course Title                                  | Hours  |
| OST           | 105    | Introduction to Information Systems           | 3      |
| OST           | 108    | Editing Skills for the Office Professional OR | 3      |
| ENG           | 101    | Writing I                                     | (3)    |
| OST           | 225    | Introduction to Desktop Publishing            | 3      |
| OST           | 255    | Introduction to Business Graphics             | 3      |
| OST           | 272    | Presentation Graphics                         | 3      |
|               |        | Total Credit Hours                            | 15     |
|               |        |   |        |

# **Data Entry Operator**

| <u>Course</u> | <u>Course</u> |   | <u>Crean</u> |
|---------------|---------------|---|--------------|
| <b>Prefix</b> | <u>Number</u> | Course Title                            | <b>Hours</b> |
| OST           | 105           | Introduction to Information Systems     | 3            |
| OST           | 110           | Document Formatting and Word Processing | 3            |
|               |               | <b>Total Credit Hours</b>               | 6            |
|               |               |   |              |

# **Desktop Publishing**

| Course | Course |              | <u>Credit</u> |
|--------|--------|--------------|---------------|
| Prefix | Number | Course Title | Hours         |

| ENG  | 101  | Writing I OR   | 3   |
|--|--|--|---|
| OST  | 108  | Editing Skills for the Office Professional   | (3)   |
| OST  | 213  | Business Calculations for the Office Professional OR   | 3   |
| MAT  | 105  | Business Mathematics OR  | (3)   |
|  |  | Higher Level Quantitative Reasoning Course   | (3)   |
| OST  | 105  | Introduction to Information Systems  | 3   |
| OST  | 110  | Document Formatting and Word Processing  | 3   |
| OST  | 130  | Typography   | 3   |
| OST  | 160  | Records and Database Management  | 3   |
|  |  |  |   |
| OST  | 225  | Introduction to Desktop Publishing   | 3   |
| OST  | 255  | Introduction to Business Graphics3   | 3   |
| OST  | 272  | Presentation Graphics  | 3   |
|  |  | Total Credit Hours   | 27  |
|  |  |  |   |
| C  | C  | Financial Assistant Clerk  | C 3:4   |
| Course                                     | Course   | Comes Tide   | <u>Credit</u>   |
| <u>Prefix</u>                              | <u>Number</u>  | <u>Course Title</u>  | <u>Hours</u>  |
| OST  | 105  | Introduction to Information Systems  | 3   |
| ACT  | 101  | Fundamentals of Accounting I OR  | 3   |
| 1101                                       | 101  | Higher Level Accounting Course   | (3)   |
| OST  | 108  | Editing Skills for the Office Professional OR  | 3   |
| ENG  | 101  | Writing I  | (3)   |
| OST  | 110  | Document Formatting and Word Processing  | 3   |
| OST  |  |  | 3   |
|  | 160  | Records and Database Management  |   |
| OST  | 213  | Business Calculations for the Office Professional OR   | 3   |
| MAT  | 105  | Business Mathematics OR  | (3)   |
|  |  | Higher Level Mathematics Course  | (3)   |
|  |  | Total Credit Hours   | 18  |
|  |  | Total Cical Hours  | 10  |
|  |  | Financial Assistant Trainee  |   |
| <u>Course</u>                              | <u>Course</u>  | Financial Assistant Trainee  | <u>Credit</u>   |
| <u>Course</u><br><u>Prefix</u>             | <u>Course</u><br><u>Number</u>                       |  |   |
| <u>Prefix</u>                              | Number   | Financial Assistant Trainee <u>Course Title</u>  | <u>Credit</u><br><u>Hours</u>                                   |
| Prefix<br>OST                              | Number 105   | Financial Assistant Trainee  Course Title  Introduction to Information Systems   | Credit<br>Hours   |
| <u>Prefix</u>                              | Number   | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR   | Credit<br>Hours   |
| Prefix OST ACT                             | Number<br>105<br>101                                 | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course  | Credit<br>Hours<br>3<br>3<br>(3)                                |
| Prefix OST ACT OST                         | Number  105 101 110                                  | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing  | Credit Hours  3 3 (3) 3   |
| OST<br>ACT<br>OST<br>OST                   | Number<br>105<br>101<br>110<br>213                   | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR   | Credit<br>Hours  3 3 (3) 3 3 3                                  |
| Prefix OST ACT OST                         | Number  105 101 110                                  | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR   | Credit<br>Hours  3 3 (3) 3 (3) 3 (3)                            |
| OST<br>ACT<br>OST<br>OST                   | Number<br>105<br>101<br>110<br>213                   | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR   | Credit<br>Hours  3 3 (3) 3 3 3                                  |
| OST<br>ACT<br>OST<br>OST                   | Number<br>105<br>101<br>110<br>213                   | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR   | Credit<br>Hours  3 3 (3) 3 (3) 3 (3)                            |
| OST<br>ACT<br>OST<br>OST                   | Number<br>105<br>101<br>110<br>213                   | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours   | Credit<br>Hours  3 3 (3) 3 (3) (3) (3) (3)                      |
| OST<br>ACT<br>OST<br>OST<br>MAT            | Number<br>105<br>101<br>110<br>213<br>105            | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course  | Credit<br>Hours  3 3 (3) 3 (3) (3) (3) 12                       |
| Prefix OST ACT OST OST MAT                 | Number  105 101  110 213 105  Course                 | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours  Financial Record Keeper  | Credit Hours  3 3 (3) 3 (3) (3) 12                              |
| OST<br>ACT<br>OST<br>OST<br>MAT            | Number<br>105<br>101<br>110<br>213<br>105            | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours   | Credit<br>Hours  3 3 (3) 3 (3) (3) (3) 12                       |
| Prefix OST ACT OST OST MAT                 | Number  105 101  110 213 105  Course                 | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours  Financial Record Keeper  | Credit Hours  3 3 (3) 3 (3) (3) 12                              |
| OST ACT OST OST MAT  Course Prefix         | Number  105 101 110 213 105  Course Number           | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours  Financial Record Keeper  Course Title  | Credit Hours  3 3 (3) 3 (3) (3) 12  Credit Hours                |
| OST ACT OST OST MAT  Course Prefix OST     | Number  105 101 110 213 105  Course Number  105      | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours  Financial Record Keeper  Course Title  Introduction to Information Systems   | Credit Hours  3 3 (3) 3 (3) (3) 12  Credit Hours                |
| OST ACT OST OST MAT  Course Prefix OST     | Number  105 101 110 213 105  Course Number  105      | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours  Financial Record Keeper  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course                                | Credit Hours  3 3 (3) 3 (3) (3) 12  Credit Hours  3 3           |
| OST ACT OST OST MAT  Course Prefix OST ACT | Number  105 101  110 213 105  Course Number  105 101 | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours  Financial Record Keeper  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Higher Level Accounting Course | Credit Hours  3 3 (3) 3 (3) 12  Credit Hours  3 3 (3) 3 3 (3) 3 |
| OST ACT OST OST MAT  Course Prefix OST     | Number  105 101 110 213 105  Course Number  105      | Financial Assistant Trainee  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course Document Formatting and Word Processing Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course Total Credit Hours  Financial Record Keeper  Course Title  Introduction to Information Systems Fundamentals of Accounting I OR Higher Level Accounting Course                                | Credit Hours  3 3 (3) 3 (3) 12  Credit Hours  3 3 (3)           |

| OST | 110 | Document Formatting and Word Processing              | 3   |
|-----|-----|--|-----|
| OST | 112 | Financial Management OR                              | 3   |
|     |     | Course Approved by Program Coordinator               | (3) |
| OST | 160 | Records and Database Management                      | 3   |
| OST | 213 | Business Calculations for the Office Professional OR | 3   |
| MAT | 105 | Business Mathematics OR                              | (3) |
|     |     | Higher Level Quantitative Reasoning Course           | (3) |
| OST | 215 | Office Procedures                                    | 3   |
| OST | 240 | Software Integration                                 | 3   |
|     |     | Total Credit Hours                                   | 30  |

# **Integrated Office Skills**

| Course        | Course<br>Name have | Course Title                                  | <u>Credit</u> |
|---------------|---------------------|---|---------------|
| <u>Prefix</u> | <u>Number</u>       | <u>Course Title</u>                           | <u>Hours</u>  |
| OST           | 108                 | Editing Skills for the Office Professional OR | 3             |
| ENG           | 101                 | Writing I                                     | (3)           |
| OST           | 105                 | Introduction to Information Systems           | 3             |
| OST           | 110                 | Document Formatting and Word Processing       | 3             |
| OST           | 160                 | Records and Database Management               | 3             |
| OST           | 210                 | Advanced Word Processing Applications         | 3             |
| OST           | 215                 | Office Procedures                             | 3             |
| OST           | 240                 | Software Integration                          | 3             |
|               |                     | Total Credit Hours                            | 21            |
|               |                     |   |               |

#### **Legal Receptionist**

| Course        | Course        | Legar Receptionist                            | Credit |
|---------------|---------------|---|--------|
| <u>Prefix</u> | <u>Number</u> | Course Title                                  | Hours  |
| OST           | 105           | Introduction to Information Systems           | 3      |
| OST           | 108           | Editing Skills for the Office Professional OR | 3      |
| ENG           | 101           | Writing I                                     | (3)    |
| OST           | 110           | Document Formatting and Word Processing       | 3      |
| OST           | 160           | Records and Database Management               | 3 3    |
| OST           | 109           | Legal Terminology                             | 3      |
|               |               | <b>Total Credit Hours</b>                     | 15     |
|               |               | Receptionist                                  |        |
| OST           | 105           | Introduction to Information Systems           | 3      |
| OST           | 108           | Editing Skills for the Office Professional OR | 3      |
| ENG           | 101           | Writing I                                     | (3)    |
| OST           | 160           | Records and Database Management               | 3      |
| OST           | 110           | Document Formatting and Word Processing       | 3      |
|               |               | Total Credit Hours                            | 12     |

#### **Dates of Actions:**

Dates of Previous Actions:

Approval: August 2003

Revisions(s) May 2004, May 2005, December 2005, February 2006, December 2006, March 2008; December 2009; December 2011, April 2012