Office Systems Technology
Associate in Applied Science

Academic Plan Code - 5204027039

Description:
The Office Systems Technology program prepares students to work in an office environment of people, processes, and technologies. Job titles may include Administrative Assistant, Office Assistant, Office Manager, Desktop Publishing, 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 options: financial assistant, administrative, and desktop publishing. All associate degree and diploma-seeking students must complete supervised work experience in an office prior to graduation. Program graduates are employed in professional offices, education, government, businesses, and industries. Students entering this program will need basic computer skills and keyboarding skills. Those skills may be obtained through OST 105 (Introduction to Information Systems) or a comparable computer literacy course and OST 100 (Keyboarding) and OST 101 (Keyboarding & Introduction to Document Formatting).

Course Number	Course Title	Credit Hours
	General Education Core	
ENG 101	Writing I	3
ENG 102	Writing II **or** Writing Course Approved by Advisor	3 (3)
	Oral Communication Course	3
	Natural/Applied Science Course	3-4
	Social Interaction Course	3
	Heritage/Humanities Course	3
	Computer Literacy Course	3
MA121 or MT 105	Business Mathematics **or**	3
MAH155 or MT 110	Applied Mathematics **or**	(3)
	Higher Level Mathematics	(3)
	Subtotal Credit Hours	**24-25**
	Technical Core or Support Courses	
OST 110	Document Formatting & Word Proc.	3
OST 210	Advanced Word Processing Applic.	3
OST 240 CIS 130	Software Integration **or** Microcomputer Applications	3 (3)
OST 235	Business Communications Tech.	3
OST 275	Office Management	3
	Subtotal Credit Hours	**15**

Options (choose one of the following)

Administrative Option

Academic Sub-Plan Code - 520402701

ACT 101	Fundamentals of Accounting I **or** Higher Level Accounting Course	3 (3)
OST 150	Transcription & Office Technology **or** Course Approved by Advisor	3 (3)
OST 160 OST 230	Records & Database Management **or** Medical Records & Database Mgt.	3 (3)
OST 215 OST 217	Office Procedures **or** Medical Office Procedures	3 (3)
OST 220	Administrative Office Simulations	3
OST 225	Introduction to Desktop Publishing	3
OST 295	Office Systems Tech Internship **or**	3
COE 199	Cooperative Education	(2-3)
	Course Approved by Advisor	3
	Subtotal Credit Hours	**23-24**
	Total Credit Hours	**62-64**

Financial Assistant Option

Academic Sub-Plan Code - 520402703

ACT101	Fundamentals of Accounting I OR	3
	Higher Level Accounting Course	(3)
ACT102	Fundamentals of Accounting II OR	3
	Higher Level Accounting Course	(3)
ACT279	Computerized Accounting Systems OR	3
OST114	Computerized Financial Management	(3)
OST112	Financial Management OR	3
Course Approved by Program Coordinator		(3)
OST215	Office Procedures	3
	Course Approved by Program Coordinator	3
	Subtotal Credit Hours	**18**
	Total Credit Hours	**62-64**

Desktop Publishing Option

Academic Sub-Plan Code - 520402704

OST130	Typography	3
OST215	Office Procedures	3
OST225	Introduction to Desktop Publishing	3
OST250	Advanced Desktop Publishing	3
OST255	Introduction to Business Graphics	3
OST272	Presentation Graphics	3
	Subtotal Credit Hours	**18**
	Total Credit Hours	**62-64**

Office Systems Technology
Diplomas

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 options: financial assistant, administrative, desktop publishing, legal, and medical. All associate degree and diploma-seeking students must complete supervised work experience in an office prior to graduation. 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. Those skills may be obtained through OST 105 (Introduction to Information Systems) or a comparable computer literacy course and OST 100 (Keyboarding) and OST 101 (Keyboarding & Introduction to Document Formatting).

Course Number	Course Title	Credit Hours

Administrative Assistant
Academic Plan Code - 5204024019

	General Education Core	
OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
OST213	Business Calculations for the Office Professional **OR**	3
MAT121 or MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
	Subtotal Credit Hours	**6**
	Technical Core or Support Courses	
	Computer Literacy	3
ACT101	Fundamentals of Accounting I **OR**	3
	Higher Level Accounting Course	(3)
	Course Approved by Program Coordinator	3
OST110	Document Formatting and Word Processing	3
OST150	Transcription and Office Technology **OR**	3
	Course Approved by Program Coordinator	(3)
OST160	Records and Database Management	3
OST210	Advanced Word Processing Applications	3
OST215	Office Procedures	3
OST225	Introduction to Desktop Publishing	3
OST235	Business Communications Technology	3
OST240	Software Integration **OR**	3
CIS130	Microcomputer Applications	(3)
OST295	Office Systems Technology Internship **OR**	3
COE199	Cooperative Education	(2-3)
	Subtotal Credit Hours	**35-36**
	Total Credit Hours	**41-42**

Financial Assistant
Academic Plan Code - 5204024049

	General Education	
OST10	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
OST213	Business Calculations for the Office Professional **OR**	3
MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
	Subtotal Credit Hours	**6**
	Technical Core or Support Courses	
	Computer Literacy	3
ACT101	Fundamentals of Accounting I **OR**	3
	Higher Level Accounting Course	(3)
ACT102	Fundamentals of Accounting II **OR**	3
	Higher Level Accounting Course	(3)
OST114	Computerized Financial Management **OR**	3
ACT279	Computerized Accounting Systems	(3)
OST110	Document Formatting and Word Processing	3
OST112	Financial Management **OR**	3
	Course Approved by Program Coordinator	(3)
OST160	Records and Database Management	3
OST215	Office Procedures	3
OST240	Software Integration **OR**	3
CIS130	Microcomputer Applications	(3)
OST295	Office Systems Technology Internship **OR**	3
COE199	Cooperative Education	(3)
	Course Approved by Program Coordinator	3
	Subtotal Credit Hours	**33**
	Total Credit Hours	**39**

Desktop Publishing Specialist
Academic Plan Code - 5204024029

	General Education Core	
OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
OST213	Business Calculations for the Office Professional **OR**	3
MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
	Subtotal Credit Hours	**6**

Technical Core or Support Courses		
	Computer Literacy	3
OST110	Document Formatting and Word Processing	3
OST130	Typography	3
OST160	Records and Database Management	3
OST210	Advanced Word Processing Applications	3
OST215	Office Procedures	3
OST225	Introduction to Desktop Publishing	3
OST235	Business Communications Technology	3
OST240	Software Integration **OR**	3
CIS130	Microcomputer Applications	(3)
OST250	Advanced Desktop Publishing	3
OST255	Introduction to Business Graphics	3
OST272	Presentation Graphics	3
OST295	Office Systems Technology Internship **OR**	3
COE199	Cooperative Education	(2-3)
	Subtotal Credit Hours	**38-39**
	Total Credit Hours	**44-45**

(**Successfully passing the computer competency exam will satisfy this requirement. If the computer competency exam is successfully completed, the student must take three (3) credit hours of coursework approved by the program coordinator.)

Office Systems Technology Certificates

Course Number	Course Title	Credit Hours

Administrative
Academic Plan Code - 5204023039

OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
	Computer Literacy	3
OST213	Business Calculations for the Office Professional **OR**	3
MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
OST110	Document Formatting and Word Processing	3
OST215	Office Procedures	3
OST240	Software Integration **OR**	3
CIS130	Microcomputer Applications	(3)
OST235	Business Communications Technology	3
OST150	Transcription and Office Technology **OR**	3
	Course Approved by Program Coordinator	(3)
OST160	Records and Database Management	3
ACT101	Fundamental of Accounting I **OR**	3
	Higher level Accounting Course	(3)
	Total Credit Hours	**30**

Basic Business Presentation
Academic Plan Code - 5204023119

	Computer Literacy	3
OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
OST225	Introduction to Desktop Publishing	3
OST255	Introduction to Business Graphics	3
OST272	Presentation Graphics	3
	Total Credit Hours	**15**

Data Entry Operator
Academic Plan Code - 5204023079

	Computer Literacy	3
OST110	Document Formatting and Word Processing	3
	Total Credit Hours	**6**

Desktop Publishing
Academic Plan Code - 5204023099

ENG101	Writing I **OR**	3
OST 108	Editing Skills for the Office Professional	(3)
OST213	Business Calculations for the Office Professional **OR**	3
MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
	Computer Literacy	3
OST110	Document Formatting and Word Processing	3
OST 130	Typography	3
OST160	Records and Database Management	3
OST225	Introduction to Desktop Publishing	3
OST255	Introduction to Business Graphics	3
OST272	Presentation Graphics	3
	Total Credit Hours	**27**

Integrated Office Skills
Academic Plan Code - 5204023059

OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
	Computer Literacy	3
OST110	Document Formatting and Word Processing	3
OST160	Records and Database Management	3
OST210	Advanced Word Processing Applications	3
OST215	Office Procedures	3
OST240	Software Integration OR	3
CIS130	Microcomputer Applications	(3)
	Total Credit Hours	**21**

Financial Assistant Clerk

Academic Plan Code - 5204023059

	Computer Literacy	3
ACT101	Fundamentals Accounting I **OR**	3
	Higher Level Accounting Course	(3)
OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
OST110	Document Formatting and Word Processing	3
OST160	Records and Database Management	3
OST213	Business Calculations for the Office Professional **OR**	3
MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
	Total Credit Hours	**18**

Financial Assistant Trainee

Academic Plan Code - 5204023139

	Computer Literacy	3
ACT101	Fundamentals of Accounting I **OR**	3
	Higher Level Accounting Course	(3)
OST110	Document Formatting and Word Processing	3
OST213	Business Calculations for the Office Professional **OR**	3
MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
	Total Credit Hours	**12**

Financial Record Keeper

Academic Plan Code - 5204023069

	Computer Literacy	3
ACT101	Fundamentals of Accounting I **OR**	3
	Higher Level Accounting Course	(3)
OST114	Computerized Financial Management **OR**	3
	Higher Level Accounting Course	(3)
OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
OST110	Document Formatting and Word Processing	3
OST112	Financial Management **OR**	3
	Course Approved by Program Coordinator	(3)
OST160	Records and Database Management	3
OST213	Business Calculations for the Office Professional **OR**	3
MT105	Business Mathematics **OR**	(3)
	Higher Level Mathematics Course	(3)
OST215	Office Procedures	3
OST240	Software Integration **OR**	3
CIS130	Microcomputer Applications	(3)
	Total Credit Hours	**30**

Receptionist

Academic Plan Code - 5204023089

	Computer Literacy	3
OST108	Editing Skills for the Office Professional **OR**	3
ENG101	Writing I	(3)
OST160	Records and Database Management	3
OST110	Document Formatting and Word Processing	3
	Total Credit Hours	**12**

(Please consult your advisor for up to date information on Certificate programs.)