

Office Systems Technology (A25360)

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

The Associate of Applied Science degree in Office Systems Technology is designed to prepare students for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. 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.

Graduates of this program will:

- Demonstrate the ability to use a personal computer in the workplace and have a basic understanding of computer hardware, software applications, the Internet, and operating systems.
- Use skills, technical information, and judgment required for assisting an administrator.
- Produce a variety of business documents using correct grammar, punctuation, and spelling in a form acceptable in today's business environment.
- Operate office transcription equipment in transcribing mailable documents from different areas of medicine in various formats.
- Use the alphabetic, geographic, numeric, and subject methods of filing in storing and retrieving records both manually and electronically.
- Apply general accounting principles and concepts in analyzing, recording, summarizing, and reporting data related to business transactions.
- Apply mathematical concepts and methods to understand, analyze, and solve mathematical problems necessary to perform job-related tasks.
- Communicate information effectively using a variety of written, spoken, and/or visual methods.
- Demonstrate knowledge of accepted ethical behavior, and interpersonal skills that reflect an understanding of diversity and the need for teamwork.
- Understand the importance of keeping abreast of technological changes that affect the office professional.

Degree Awarded

The Associate in Applied Science Degree - Office Systems Technology is awarded by the College upon completion of this program.

Note

Courses in the following areas will be helpful to students: computer applications, records management, keyboarding, word processing, and business English.

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Systems Technology program is in the Business and Computer Technologies Division. For more information, call (919) 735-5151, ext. 353 or visit our web site at <http://www.waynecc.edu>.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 735-5151, ext. 238.

		Contact Hours	Semester Credit Hours
FIRST SEMESTER			
ACA 111	College Student Success.....	1	1
ENG 111	Expository Writing	3	3
MAT 115	Mathematical Models	4	3
OST 132	*Keyboarding Skill Building	3	2
OST 164	Text Editing Applications	3	3
	Humanities/Fine Arts Elective..	3	3
	Social/Behavioral Science Elective	3	3
			18
SECOND SEMESTER			
BUS 260	Business Communications	3	3
CIS 110	Introduction to Computer	4	3
COE 110	World of Work	1	1
ENG 114	Professional Research & Reporting	3	3
OST 134	*Text Entry & Formatting	4	3
		Contact Hours	Semester Credit Hours
OST 136	*Word Processing.....	3	2
OST 184	*Records Management	3	2
			17
THIRD SEMESTER			
ACC 115	College Accounting.....	5	4
OST 135	Advanced Text Entry & Formatting.....	5	4
OST 223	Machine Transcription I.....	3	2
OST 236	Advanced Word/Information Processing	4	3
OST 286	Professional Development.....	3	3
	** Major Elective		2-3
			18-19
FOURTH SEMESTER			
CTS 130	Spreadsheet	4	3
CIS 165	Desktop Publishing I	4	3
OST 224	Machine Transcription II.....	3	2
OST 284	*Emerging Technologies.....	3	2
OST 289	Office Systems Management...	4	3
	** Major Elective	3	3
			16
		Total Credit Hours	69-70

* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

** Major Electives (Select 5-6 hours): ACC 129, ACC 140, BUS 137, CTS 230, DBA 110, OST 131, OST 137