

**Office Systems Technology - Diploma (D25360)**

**Diploma Awarded**

A diploma in 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
<b>FIRST SEMESTER</b>		
ACA 111 College Student Success.....	1	1
ACC 115 College Accounting.....	5	4
CIS 110 Introduction to Computer.....	3	4
MAT 115 Mathematical Models.....	4	3
OST 132 *Keyboard Skill Building	3	2
OST 164 Text Editing Applications	3	3
		16
	Contact Hours	Semester Credit Hours
<b>SECOND SEMESTER</b>		
COE 110 World of Work.....	1	1
CTS 130 Spreadsheet.....	4	3
ENG 111 Expository Writing.....	3	3
OST 134 *Text Entry & Formatting.....	4	3
OST 136 *Word Processing.....	3	2
OST 184 *Records Management	3	2
OST 284 Emerging Technologies.....	3	2
		16
<b>THIRD SEMESTER</b>		
ENG 114 Professional Research & Reporting.....	3	3
OST 135 Advanced Text Entry & Formatting.....	5	4
OST 236 Advanced Word/Information Processing.....	4	3
OST 289 Office Systems Management..	4	3
**Major Elective.....		2-3
		15-16
Total Credit Hours		47-48

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

\*\* Major Elective (select one course):

	Contact Hours	Semester Credit Hours
ACC 129 Individual Income Taxes.....	4	3
ACC 140 Payroll Accounting.....	3	2
BUS 137 Principles of Management.....	3	3

CIS 165 Desktop Publishing I.....	4	3
CTS 230 Advanced Spreadsheet.....	4	3
DBA 110 Database Concepts.....	5	3
OST 131 Keyboarding.....	3	2
OST 137 Office Software Appls.....	3	2
OST 223 Machine Transcription I.....	3	2
OST 286 Professional Development.....	3	2