

OFFICE SYSTEMS TECHNOLOGY

(Leading to B. S.)

Advisors: B. Deshazer, M. Maddox-Dixon

Major Code: 241

The Office Systems Technology curriculum provides computer skills to prepare a student for a career as an Administrative Assistant. Upon successful completion of the required two-year curriculum, a student will receive an Associate of Applied Science degree.

Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BOT 1843	Keyboard Concepts	3	BOT 2813	Business Communication	3
BOT 2143	Operating Systems	3	ENG 1113	English Composition	3
BOT 1713	Mechanics of Communication	3	BOT 1143	Word Processing	3
BOT 1313	Applied Business Math	3	BOT 1433	Business Accounting	3
BOT 1213	Professional Development	3	BOT 1123	Keyboard Skillbuilding	3
BOT 1413	Records Management	3	BOT 1813	Electronic Spreadsheet	<u>3</u>
EDU 1311	Orientation	<u>1</u>			18
		19			

Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BOT 2413	Computerized Accounting	3	BOT 2833	Integrated Comp. Appli./Cap.	3
BOT 1513	Machine Transcription	3	BOT 2723	Admin. Office Proced./Int.	3
BOT 2323	Database Management	3		Humanities/Fine Arts Elective	3
BOT 2823	Communication Technology	3		Soc/Behav. Science Elective	3
MAT 1313	College Algebra	3	BOT 2133	Desktop Publishing	<u>3</u>
SPT 1113	Oral Communication	<u>3</u>			15
		18			

NOTE: Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for notetaking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

A student who lacks entry level skills in math, English, science, etc., will be provided related studies.

Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.