

Office Systems Technology, Associate in Applied Science

Skilled office personnel are vital to the smooth, efficient running of a business. Without them, corporations, government and thousands of public and private organizations would come to a standstill. Busy executives rely on secretaries and assistants to manage offices.

Administrative office careers offer a variety of exciting opportunities. A graduate can become an administrative professional in the fields of medicine, education, the legal and/or hospitality industry, as well as specializing in bilingual, multimedia and/or record and information management. This degree may be earned full- or part-time. Specialist series certificates can be acquired while completing this degree program.

Students must take the Placement Test and complete all mathematics courses required, up to and including MATH074-Introduction to Algebra II or MATH099-Accelerated Elementary Algebra.

For additional program information, please contact area coordinator, Svetlana Marzelli, at (609)343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Apply organizational and critical thinking skills;
- Demonstrate verbal, written and listening communication skills;
- Demonstrate effective use of accounting, business and computer applications;
- Demonstrate ethical and professional behavior;
- Identify and adopt marketable administrative skills and knowledge;
- Evaluate service learning experience.

(OSTM-Fall 2021)

Program: [Office Systems Technology](#)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Choose: MATH121 or MATH220

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Humanities

Choose ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN222	Principles of Management	3
CISM162	Microsoft Excel	3
OSTM110	Keyboarding and Document Production I	3
OSTM141	Word Processing I	3
OSTM142	Word Processing II	3
CISM164	Microsoft Access	3
OSTM210	Keyboarding and Document Production II	3
OSTM230	Administrative Office Procedures	3
OSTM261	Records and Information Management	3
OSTM262	Business Presentations Using Multimedia	3
OSTM263	Publishing for Business	3
TCOM125	Technical Communication	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
OSTM110	Keyboarding and Document Production I	3
OSTM141	Word Processing I	3
OSTM261	Records and Information Management	3

Second Semester

Course #	Title	Credits:
ACCT130	Financial Accounting	4
ENGL101	Composition I	3
OSTM142	Word Processing II	3
OSTM210	Keyboarding and Document Production II	3
OSTM230	Administrative Office Procedures	3

Third Semester

Gen Ed Choose ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Choose MATH121 or MATH220

Course #	Title	Credits:
BUSN222	Principles of Management	3
OSTM262	Business Presentations Using Multimedia	3
TCOM125	Technical Communication	3
	Choice of Course (3 Credits)	3
	Choice of Course (4 Credits)	4

Fourth Semester

Course #	Title	Credits:
CISM162	Microsoft Excel	3
ENGL230	Technical Writing	3
CISM164	Microsoft Access	3
OSTM263	Publishing for Business	3
	General Education Science Course (4 credits)	4
	Total credits:	60