

Office Systems Technology

Office Systems Technology Courses

OSTM101 : Keyboarding

Development of basic keyboarding skills by the touch method for the input of data. Taught on personal computers. OSTM101 is not recommended for OSTM majors and credit will not be given for both OSTM101 and OSTM110.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

OSTM110 : Keyboarding and Document Production I

Development of keyboarding skills by the touch method using personal computers. Business applications include letters, tabulations, rough drafts and business forms. Development of the ability to type at a minimum rate of 25 words per minute for three minutes with a maximum of four errors. Credit will not be given for both OSTM101 and OSTM110.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

OSTM125 : Notetaking

Notetaking is a shorthand system that is based primarily on the alphabet. The focus is on concentration on applying the principles, or rules, of Speedwriting Shorthand for taking notes, building speed and transcribing dictation and the development of good writing and study habits. (2006)

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 0

OSTM126 : Office Automation

Emphasizes advanced word processing, spread-sheets and database applications utilized in today's electronic office. PowerPoint, graphing, calendars and integration of all functions covered in CISM125-Introduction to Computers will be expanded upon. Students will be given business situations and will creatively use their computer knowledge and skills.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

Semester Offered

Spring

OSTM141 : Word Processing I

Study of word processing concepts, terminology and procedures. Completion of projects and practical applications. Includes basic document editing and formatting functions, searching, replacing, copying, moving text between documents and merging documents.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

OSTM110. May be taken concurrently or waived with permission of instructor.

OSTM142 : Word Processing II

A study of advanced word processing features. The program includes word processing and its many applications including tables, mail merge, forms, master documents, macros and XML. Completion of projects and practical applications.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

OSTM141 or permission of instructor.

OSTM160 : Computer Applications for Small Business

Course explores the use of PC applications for information retrieval and problem-solving for small business.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

OSTM210 : Keyboarding and Document Production II

Development of professional-level skill in the preparation of business letters, tabulations, financial statements and legal papers. Development of ability to type at a minimum rate of 35 words a minute for five minutes with a maximum of three errors. Includes instruction on the proper use of dictation transcribing equipment.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

OSTM110 or permission of instructor.

Semester Offered

Spring

OSTM230 : Administrative Office Procedures

Capstone course that profiles a study of the office professional. Interpersonal communications, channeling information, processing written communications and administrative responsibilities are explored through job-related projects and simulated office experiences.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

OSTM110: Keyboarding and Document Production I

Semester Offered

Spring

OSTM261 : Records and Information Management

Introduction to the basic principles of alphabetic, numeric, geographic and subject methods of classifying and storing records. Planning, organizing and controlling the creations, protection, use, storage and disposition of records.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Semester Offered

Fall

OSTM262 : Business Presentations Using Multimedia

Development and use of multimedia, which includes integrating text, graphics, animation, video and sound. Business presentation for training and marketing will be explored.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

Semester Offered

Fall

OSTM263 : Publishing for Business

Provides instruction utilizing Microsoft Publisher for designing business publications. It will also introduce Adobe Acrobat for formatting in Portable Document Format (PDF) to engage success when providing documents.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

Semester Offered

Spring

OSTM280 : OST Cooperative Education

Designed to provide students with on-the-job training and practice in a career setting through a faculty approved work site with a minimum of 90 hours. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure co-op that is consistent with his or her professional goals.

Credits 2

Lecture Hours 0

Lab/Clinical/Field Study Hours 6

Prerequisites

OSTM141, OSTM230 (may be taken concurrently)