OFFICE SYSTEMS TECHNOLOGY (OST)

OST 100 (1 credit hours)
Keyboarding
Develops skill operating a keyboard by touch. Lab: 1.0 credit (45 contact hours).
Attributes: Technical
Components: LAB: Laboratory

OST 101 (3 credit hours)
Keyboarding & Intro to Document Formatting
Develops skill in operating a keyboard by touch and to develop an introductory level of skill producing standard business documents using a word processing program with speed and accuracy. Lecture: 3.0 credits (45 contact hours).
Attributes: Technical
Components: LEC: Lecture

OST 105 (3 credit hours)
Introduction to Information Systems
Introduces students to computer concepts and terminology related to operating system, file management and cloud computing. Teaches basic competencies in searching, locating, and evaluating information on the Internet, using email and other online tools, and demonstrating responsible and ethical online and offline behavior. Teaches beginning skills in word processing electronic spreadsheets, presentations, databases and integration as well as how to keep up with emerging technologies and use computer skills to enhance quality of life and employability. Lecture: 3.0 credits (45 contact hours).
Attributes: Digital Literacy, Course Also Offered in Modules
Components: LEC: Lecture

OST 108 (3 credit hours)
Editing Skills for Office Professionals
A hands-on approach to editing business documents. Applies proper placement and structure of business documents. Reviews principles of grammar, punctuation, vocabulary, spelling, word and number usage, and proofreading rules. Lecture: 3 credits (45 contact hours).
Attributes: Technical
Components: LEC: Lecture

OST 109 (3 credit hours)
Legal Terminology
Introduces the judicial system (discovery, trial, and appellate processes), civil law, criminal law, legal terminology and legal citations commonly used in the legal field. Includes terms and how to use them in legal context. Lecture: 3.0 credits (45 contact hours).
Attributes: Technical
Components: LEC: Lecture

OST 110 (3 credit hours)
Word Processing Applications
Provides experience in word processing including the mastery of touch typing with speed and accuracy using industry standard software. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: OST 101 or Consent of Instructor.
Attributes: Course Also Offered in Modules, Technical
Components: LEC: Lecture

OST 112 (3 credit hours)
Financial Management
Designed to teach students fundamental principles and concepts including: financial markets, futures, bonds, commodities, interest rates, and taxes. The primary emphasis is short and long term financial planning along with interpretation of financial information. Careers in the financial industry discussed. Lecture: 3 credits (45 contact hours).
Components: LEC: Lecture

OST 130 (3 credit hours)
Typography
Introduces the principles of typography, type basics, type aesthetics, how to design with type, parameters of type and how they can be used to produce quality type. Utilizes advanced commands and pagination composition skills. Studies grids, file management and other options such as design standards with business publications. Lecture: 3.0 credits (45 contact hours).
Attributes: Technical
Components: LEC: Lecture

OST 150 (3 credit hours)
Transcription and Office Technology
Produce usable business documents from machine dictation using word processing software, with emphasis on spelling, punctuation, and grammar. Proofreading and editing applications stress the importance of accuracy and quality of document creation and production. Demonstration of office machines will be incorporated. Lecture: 3 hours (45 contact hours).
Pre-requisite: ENG 101 or Permission of Instructor and OST 110.
Attributes: Technical
Components: LEC: Lecture

OST 160 (3 credit hours)
Records and Database Management
Presents aspects of the management of records from creation to disposal, using database software to create and edit files and prepare reports. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: OST 105.
Attributes: Technical
Components: LEC: Lecture

OST 210 (3 credit hours)
Advanced Word Processing Applications
Uses advanced features of a current word processing software to format and produce documents utilized in an office. Lecture: 3.0 credit hours. (45 contact hours).
Pre-requisite: OST 110.
Attributes: Technical
Components: LEC: Lecture

OST 213 (3 credit hours)
Business Calculations for The Office Professional
Applies skills required for the performance of business tasks: use of numeric keypad to compute payroll, markup/markdown, purchases, loans, discounts, stock and bond transactions; and other business applications. Lecture: 3 credits (45 contact hours).
Attributes: Technical
Components: LEC: Lecture

OST 215 (3 credit hours)
Office Procedures
Studies the practices and procedures of current office concepts with emphasis given to the electronic office including: job application procedures, human relations in the office, business ethics, decision-making skills, travel and meeting arrangements, time and stress management, incoming/outgoing mail processes, and telephone procedures. Pre-requisite Or Lecture: 3 credits (45 contact hours).
Co-requisite: OST 110.
Attributes: Technical
Components: LEC: Lecture

OST 220 (3 credit hours)
Administrative Office Simulations
Applies administrative procedures office simulations to include organizing, communicating, scheduling, and analyzing. Emphasizes productivity, efficiency, accuracy, and problem solving. Uses technology to research information on the Internet and send and receive e-mail. Continues to develop speed and accuracy. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: OST 210, OST 215, and OST 240, or consent of instructor.
Attributes: Technical
Components: LEC: Lecture

OST 221 (3 credit hours)
Legal Office Simulation
Applies classroom experiences and skills in a simulated legal office environment. Lecture: 3 credits (45 contact hours).
Pre-requisite: OST 110.
Attributes: Technical
Components: LEC: Lecture

OST 225 (3 credit hours)
Introduction to Desktop Publishing
Uses desktop publishing software to design and produce high resolution publications such as flyers, brochures, business forms, and newsletters. Introduces basic design techniques, type and graphics layout, and related terminology. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: (OST 105 and OST 110) or Consent of Instructor.
Attributes: Technical
Components: LEC: Lecture

OST 235 (3 credit hours)
Business Communications Technology
Presents aspects of communications technology used in the global business environment, including presentations software; a basic understanding of voice recognition software; planning and composition of written, oral, and electronic communications; grammar, punctuation, and spelling; and principles of proofreading, both manual and electronic. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: (ENG 101 or OST 108).
Attributes: Course Also Offered in Modules, Technical
Components: LEC: Lecture

OST 240 (3 credit hours)
Advanced Microsoft Applications
Expands computer skills through the use of spreadsheet, database management, word processing, and presentation software for the integration of information. Lecture: 3.0 credits (45 contact hours).
Attributes: Technical
Components: LEC: Lecture

OST 250 (3 credit hours)
Advanced Desktop Publishing
Provides advanced techniques in electronic publishing design, layout, composition and paste-up. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: OST 225 or Consent of Instructor.
Attributes: Technical
Components: LEC: Lecture

OST 255 (3 credit hours)
Introduction to Business Graphics
Provides instruction in the process of image-editing including how to create original artwork, manipulate color, enhance artwork, graphics and retouch photographs and clipart used in desktop publishing programs. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: OST 105 or OST 225 or Consent of Instructor.
Attributes: Technical
Components: LEC: Lecture

OST 272 (3 credit hours)
Presentation Graphics
Uses industry standard software to create business presentations, business graphics, transparencies, and slides. Applies editing, formatting, page layout and design, and paste-up techniques for clarity and impact. Lecture: 3.0 credits (45 contact hours).
Pre-requisite: OST 105.
Attributes: Technical
Components: LEC: Lecture

OST 275 (3 credit hours)
Office Management
Management principles and techniques and their applications to the modern business office are included. Emphasis is on information systems and the role of managerial personnel. Lecture: 3 credits (45 contact hours).
Attributes: Course Also Offered in Modules, Technical
Components: LEC: Lecture

OST 295 (1-3 credit hours)
Administrative Office Technology Internship
Provides the opportunity to apply acquired occupational skills in a realistic setting, enhancing the transition from school to work. Requires approval of OST advisor. Laboratory: 1.0 - 3.0 credits (45-135 contact hours).
Pre-requisite: OST 210, OST 215, and OST 240, or consent of instructor.
Attributes: Technical
Components: LAB: Laboratory

OST 2101 (1 credit hours)
Advanced Formatting and Tools
Uses advanced formatting features and Word Processing Tools of a current word processing software. Lecture: 1 credit (15 contact hours)
Pre-requisite: OST 110.
Components: LEC: Lecture

OST 2102 (1 credit hours)
Print and File Management
Uses advanced features of a current word processing software to manage file management, printing, and editing. Lecture 1 credit (15 contact hours).
Pre-requisite: OST 2101 or Consent of Instructor.
Components: LEC: Lecture

OST 2103 (1 credit hours)
Advanced Word Processing Tools
Uses advanced features of a current word processing software to format tables, insert graphics and clipart, and forms. Lecture: 1 credit (15 contact hours).
Pre-requisite: OST 2102 or Consent of Instructor.
Components: LEC: Lecture