

**OFFICE SYSTEMS TECHNOLOGY**  
**Business Concentration**  
**Program Checklist Revised 05/08/08**  
**2008-2010 Catalog**  
**Date \_\_\_\_\_**

Student \_\_\_\_\_  
 ID # \_\_\_\_\_  
 Advisor \_\_\_\_\_  
 Term Enrolled \_\_\_\_\_

| Required Course                           | Course Name                    | Prerequisite or (Co-requisite)   | Credit Hours | Term Offered | Avail. Online | Term Completed Grade Earned |
|---|--------------------------------|----------------------------------|--------------|--------------|---------------|-----------------------------|
| <b>FIRST SEMESTER: (15 credit hours)</b>  |                                |                                  |              |              |               |                             |
| ENGL 1010                                 | English Composition I          | None                             | 3            | All          | Yes           |                             |
| HUM xxxx                                  | Humanities/Fine Arts Elective  | Note <sup>1</sup>                | 3            | All          | Yes           |                             |
| MGT 2000                                  | Principles of Management       | None                             | 3            | All          | Yes           |                             |
| OST 1005                                  | Word                           | OST 1100 or equivalent           | 3            | F, S         | Yes           |                             |
| SPH 2100                                  | Public Speaking                | (ENGL 1010)                      | 3            | All          | Yes           |                             |
| <b>SECOND SEMESTER: (16 credit hours)</b> |                                |                                  |              |              |               |                             |
| ECON 2010                                 | Principles of Economics        | (College-level math)             | 4            | All          | Yes           |                             |
| MKT 2420                                  | Customer Service               | None                             | 3            | F, S         | Yes           |                             |
| OST 1006                                  | PowerPoint CBT                 | OST 1100 or equivalent           | 1            | F, S         | Yes           |                             |
| OST 1105                                  | Speed & Skillbuilding          | OST 1100 (1005)                  | 3            | F, S         | Yes           |                             |
| OST 2621                                  | Excel                          | OST 1005                         | 3            | F, S         | Yes           |                             |
| WEB 2001                                  | Web Design I – HTML Coding     | OST 1005 or equivalent           | 1            | F, S         | Yes           |                             |
| WEB 2002                                  | Web Design II - Graphics       | WEB 2001                         | 1            | F, S         | Yes           |                             |
| <b>THIRD SEMESTER: (15 credit hours)</b>  |                                |                                  |              |              |               |                             |
| ACC 2000                                  | Principles of Accounting I     | (College-level math)             | 3            | All          | Yes           |                             |
| MGT 2100                                  | Information Systems            | MGT 2000, OST 1005               | 3            | F            | Yes           |                             |
| OST 2006                                  | Advanced Word                  | OST 1005                         | 3            | F            | Yes           |                             |
| OST 2120                                  | Document Design & Editing      | OST 1105 & 1005                  | 3            | F            | Yes           |                             |
| OST 2340                                  | Records Management             | OST 1100 & 1005                  | 3            | F            | Yes           |                             |
| <b>FOURTH SEMESTER: (15 credit hours)</b> |                                |                                  |              |              |               |                             |
| CBase Exam                                | General Education Exit Test    | None                             | 0            | All          |               |                             |
| MATH 1530                                 | Elem. Probability & Statistics | (College-level math)             | 3            | All          | Yes           |                             |
| OST 2010                                  | Office Proficiency Assess.     | (OST 2360)                       | 1            | S            | Yes           |                             |
| OST 2015                                  | Office Integration             | OST 1006, 2006, 2621, (OST 2600) | 3            | S            | Yes           |                             |
| OST 2302                                  | OST Internship                 | Note <sup>2</sup>                | 2            | All          |               |                             |
| OST 2360                                  | Business Communications        | OST 1105, 2006, ENGL 1010        | 3            | S            | Yes           |                             |
| OST 2600                                  | Access                         | OST 1005                         | 3            | S            | Yes           |                             |

**TOTAL CREDIT HOURS FOR DEGREE: 61**

<sup>1</sup> Humanities Elective should be chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520; HUM 2500, 2810; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

<sup>2</sup> Must be an OST major seeking an A.A.S. degree; completion of 15 hours of OST courses with a minimum GPA of 2.5 in OST courses; an internship application must be submitted and approved by the coordinator of BCT internships prior to the beginning of the enrolled term.