

# Office Systems Technology

## Poplarville and Forrest County Center

The Office Systems Technology program is designed to prepare students for office positions such as administrative assistant, receptionist, general office clerk, and word processing operator.

Office Systems Technology provides specialized training in:

Professional development	Transcription
Records management	Integrated computer applications
Database	Desktop publishing
Spreadsheet	Word Processing

The Associate in Applied Science degree is earned upon the successful completion of the Office Systems Technology curriculum. Successful completion of the first year of the Office Systems Technology curriculum entitles a student to receive an Office Assistant Certificate of Proficiency.

### FRESHMAN YEAR

<u>FIRST SEMESTER</u>	<u>HOURS</u>	<u>SECOND SEMESTER</u>	<u>HOURS</u>
BOT 1113 Document Formatting	3	BOT 2813 Business Communication	3
BOT 1133 Microcomputer Applications	3	BOT 1143 Word Processing	3
BOT 1413 Records Management	3	BOT 1433 Business Accounting	3
BOT 1213 Professional Development	3	ENG 1113 English Composition I	3
BOT 1313 Applied Business Mathematics	3	BOT 1123 Keyboard Skillbuilding	3
BOT 1713 Mechanics of Communication	3	BOT 1813 Electronic Spreadsheet	3

### EXIT POINT FOR CERTIFICATE OF PROFICIENCY

### SOPHOMORE YEAR

<u>FIRST SEMESTER</u>	<u>HOURS</u>	<u>SECOND SEMESTER</u>	<u>HOURS</u>
_____ Mathematics/Science Elective	3	BOT 2833 Integrated Computer Applications	3
BOT 2413 Computerized Accounting	3	BOT 2723 Administrative Office Procedures	3
SPT 1113 Oral Communication	3	BOT 1513 Machine Transcription	3
BOT 2323 Database Management	3	PSY 1513 General Psychology	3
BOT 2823 Communication Technology	3	_____ Humanities/Fine Arts Elective	3
BOT 2133 Desktop Publishing	3		

**TOTAL CREDIT HOURS: 69**

**ACADEMIC ELECTIVES:**

Mathematics or Science:(MAT 1313 or higher OR any BIO, CHE, or PHY course)  
 Humanities (Any HIS, MFL, or PHI course OR ENG 2223, 2233, 2323, 2333, 2423, 2433)

**OR**

Fine Arts (ART 1113, MUS 1113, SPT 2233)

**COURSE DESCRIPTIONS** [\(link to Business Tech Course Descriptions file\)](#)

**BUSINESS AND OFFICE TECHNOLOGY HOMEPAGE** [\(Hyperlink\)](#)