

Office Systems Technology

Competencies

General Education

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Technical Core/Learning Outcomes

Upon completion of the Technical Core the student can:

1. Demonstrate spelling, grammar, punctuation, word usage and proofreading skills.
2. Use current software including operation systems, database, spreadsheet, word processing, presentation and voice recognition.
3. Perform search strategies, evaluate information, and retrieve pertinent information using the internet and the World Wide Web.
4. Demonstrate a basic understanding of office management principles.
5. Key and format business letters, memos, reports, and tables.
6. Compose written, oral and electronic business communications.
7. Process incoming and outgoing mail.
8. Apply records management skills and retrieve records.
9. Use administrative office procedures with an emphasis on productivity.

Tracks:

Administrative:

Upon completion of this track, the student can:

1. Demonstrate basic accounting skills.
2. Use page composition software to create and publish documents.
3. Demonstrate an understanding of quality movement and the impact on office interaction and customer services.

Desktop Publishing:

Upon completion of this track, the student can:

1. Use computer software to format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication-ready material.
2. Write and edit text, create graphics to accompany text, convert photographs and drawings into digital images and then manipulate those images, design page layout, create proposals, develop presentations and advertising campaigns, and perform color separation.
3. Produce books, business cards, calendars, magazine, newsletters, newspaper, packaging, slides, and tickets.
4. Convert text and graphics to an internet-ready format and place on website.
5. Use scanners to capture photographs, images or art as digital data that can be incorporated directly into electronic page layouts or further manipulated using computer software.
6. Correct mistakes or compensate for deficiencies in the original color print or transparency.

7. Create special effects or other visual images using publishing software and computers.
8. Create and format memos, letters, reports, and forms using word processing software.
9. Apply correct grammar and formatting to documents.
10. Create, update, and use electronic database software.

Financial Assistant:

Upon completion of this track, the student can:

1. Explain basic financial accounting concepts and applications.
2. Analyze and interpret financial data.
3. Explain basic personal and business financial concepts and applications.
4. Explain financial and accounting software used in the financial industry.
5. Work effectively in a variety of financial settings.
6. Explain basic economic principles.
7. Use current business publication, newspapers, and the internet to aid in financial decision-making.

Legal Administrative Assistant:

Upon completion of this track, the student can:

1. Produce legal documents accurately and in a reasonable amount of time.
2. Use research methods to identify and prepare legal citations.
3. Read legal documents, prepare case folders, and route documents.
4. Review correspondence and record deadlines.
5. Maintain and order office supplies.
6. Assist attorneys in collecting information such as employment, medical, and law enforcement records.
7. Demonstrate basic accounting skills.
8. Demonstrate an understanding of federal and state court systems.
9. Identify and properly use special terms related to the legal office environment.
10. Apply classroom experiences and skills in a simulated office environment.