

Office Systems Technology
Fall 2012

Course	LAB	Sections Offered	Credit Hours	Contact Hours	Contact Hours Per Week	Enrollment	Cap	% Cap	Total Enrolled Credit Hours	FTE-F	Faculty	FT/PT
ACT 101		9	3	45	3	11	32	34.4%	33	0.20	Wilhelm	
ACT 101		9	3	45	3	18	24	75.0%	54	0.20	Russell	
ACT 101		9	3	45	3	49	32	153.1%	147	0.20	Jones, M.	
ACT 101		9	3	45	3	42	32	131.3%	126	0.20	Jones, M.	
ACT 101		9	3	45	3	36	32	112.5%	108	0.20	Jones, M.	
ACT 101		9	3	45	3	37	32	115.6%	111	0.20	Bushong-	
ACT 101		9	3	45	3	19	32	59.4%	57	0.20	Bushong-	
ACT 101		9	3	45	3	45	32	140.6%	135	0.20	Aubrey	
ACT 101		9	3	45	3	12	28	42.9%	36	0.20	Wilhelm	
OST 101			3	45	3	6	20	30.0%	18	0.20	Clark*	
OST 101		5	3	45	3	15	20	75.0%	45	0.20	Madison	
OST 101		5	3	45	3	20	20	100.0%	60	0.20	Madison	
OST 101		5	3	45	3	67	50	134.0%	201	0.20	Blaydes	
OST 101		5	3	45	3	32	32	100.0%	96	0.20	Cecil	
OST 101		5	3	45	3	27	20	135.0%	81	0.20	Blaydes	
OST 105			3	45	3	10	20	50.0%	30	0.20	Breeding	
OST 105		14	3	45	3	30	20	150.0%	90	0.20	Ozbun	
OST 105		14	3	45	3	25	20	125.0%	75	0.20	Ozbun	
OST 105		14	3	45	3	22	20	110.0%	66	0.20	Ozbun	
OST 105		14	3	45	3	25	20	125.0%	75	0.20	Ozbun	
OST 105		14	3	45	3	13	20	65.0%	39	0.20	Winfrey	
OST 105		14	3	45	3	20	20	100.0%	60	0.20	Steelman	
OST 105		14	3	45	3	25	16	156.3%	75	0.20	Steelman	
OST 105		14	3	45	3	20	20	100.0%	60	0.20	Ellis	
OST 105		14	3	45	3	24	20	120.0%	72	0.20	Wheeler	
OST 105		14	3	45	3	22	20	110.0%	66	0.20	Davis, S.	
OST 105		14	3	45	3	21	20	105.0%	63	0.20	Manley	
OST 105		14	3	45	3	17	20	85.0%	51	0.20	Davis, W.	

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Course	LAB	Sections Offered	Credit Hours	Contact Hours	Contact Hours Per Week	Enrollment	Cap	% Cap	Total Enrolled Credit Hours	FTE-F	Faculty	FT/PT
OST 105		14	3	45	3	21	20	105.0%	63	0.20	Wilcher	
OST 105		14	3	45	3	23	20	115.0%	69	0.20	Wilcher	
OST 108			3	45	3	7	20	35.0%	21	0.20	Jones, J.	
OST 108			3	45	3	4	20	20.0%	12	0.20	Jones, J.	
OST 108		2	3	45	3	28	20	140.0%	84	0.20	Ellis	
OST 108		2	3	45	3	17	20	85.0%	51	0.20	Ellis	
OST 110			3	45	3	8	20	40.0%	24	0.20	Davis, S.	
OST 110			3	45	3	2	20	10.0%	6	0.20	Breeding	
OST 110		12	3	45	3	24	20	120.0%	72	0.20	Winfrey	
OST 110		12	3	45	3	13	20	65.0%	39	0.20	Madison	
OST 110		12	3	45	3	21	20	105.0%	63	0.20	Blaydes	
OST 110		12	3	45	3	23	20	115.0%	69	0.20	Blaydes	
OST 110		12	3	45	3	25	20	125.0%	75	0.20	Davis, S.	
OST 110		12	3	45	3	20	20	100.0%	60	0.20	Clark*	
OST 110		12	3	45	3	27	20	135.0%	81	0.20	Jones, P.	
OST 110		12	3	45	3	24	20	120.0%	72	0.20	Jones, P.	
OST 110		12	3	45	3	21	20	105.0%	63	0.20	Winfrey	
OST 110		12	3	45	3	23	20	115.0%	69	0.20	Clark	
OST 110		12	3	45	3	15	20	75.0%	45	0.20	Torres-	
OST 110		12	3	45	3	8	20	40.0%	24	0.20	Manley	
OST 160			3	45	3	7	20	35.0%	21	0.20	Davis, S.	
OST 160			3	45	3	5	20	25.0%	15	0.20	Davis, S.	
OST 160		4	3	45	3	25	20	125.0%	75	0.20	Winfrey	
OST 160		4	3	45	3	28	20	140.0%	84	0.20	Davis, W.	
OST 160		4	3	45	3	24	20	120.0%	72	0.20	Davis, W.	
OST 160		4	3	45	3	20	20	100.0%	60	0.20	Davis, W.	
OST 210		3	3	45	3	24	20	120.0%	72	0.20	Blaydes	
OST 210		3	3	45	3	27	20	135.0%	81	0.20	Blaydes	
OST 210		3	3	45	3	26	20	130.0%	78	0.20	Wheeler	

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Fall 2012 (Continued)

Course	LAB	Sections	Credit	Contact	Contact	Enrollment	Cap	% Cap	Total	FTE-F	Faculty	FT/PT
OST 215		3	3	45	3	45	32	140.6%	135	0.20	Ellis	
OST 215		3	3	45	3	19	32	59.4%	57	0.20	Ellis	
OST 215		3	3	45	3	23	32	71.9%	69	0.20	Clark*	
OST 220		1	3	45	3	15	20	75.0%	45	0.20	Clark*	
OST 225		2	3	45	3	26	20	130.0%	78	0.20	Davis, S.	
OST 225		2	3	45	3	24	20	120.0%	72	0.20	Ozbun	
OST 235		3	3	45	3	33	25	132.0%	99	0.20	York	
OST 235		3	3	45	3	29	25	116.0%	87	0.20	York	
OST 235		3	3	45	3	23	25	92.0%	69	0.20	Jones, P.	
OST 240		5	3	45	3	25	20	125.0%	75	0.20	Cecil	
OST 240		5	3	45	3	17	20	85.0%	51	0.20	Clark*	
OST 240		5	3	45	3	18	20	90.0%	54	0.20	Wheeler	
OST 240		5	3	45	3	24	20	120.0%	72	0.20	Wheeler	
OST 240		5	3	45	3	27	20	135.0%	81	0.20	Clark*	
OST 255		1	3	45	3	6	20	30.0%	18	0.20	Ozbun	
OST 272		1	3	45	3	12	20	60.0%	36	0.20	Ozbun	
OST 275		1	3	45	3	36	32	112.5%	108	0.20	Jones, J.	
OST 295		2	3	45	3	22	20	110.0%	66	0.20	Breeding	
OST 295		2	3	45	3	22	20	110.0%	66	0.20	Breeding	
OST 295	Practicum		3	135	9	1	0		3	0.20	Breeding	
OSTL 206	Lab	1	2	90	6	11	20	55.0%	33	0.13	Breeding	
TOTAL		69	209	3285	219	1658	1577	105.1%	4977	13.70		

Office Systems Technology					
Fall 2011					
Instructor	Credit Hours	Contact Hours	Contact Hours per Week	% Credit Hours	% Contact Hours
Aubrey	3	45	3	1.3%	1.3%
Blaydes	18	270	18	7.6%	7.9%
Breeding	14	270	18	5.9%	7.9%
Bushong-Tucker	6	90	6	2.5%	2.6%
Cecil	3	45	3	1.3%	1.3%
Clark*	21	315	21	8.9%	9.2%
Davis, W.	12	180	12	5.1%	5.3%
Davis, S.	18	270	18	7.6%	7.9%
Ellis	15	225	15	6.4%	6.6%
Jones, J.	9	135	9	3.8%	3.9%
Jones, M.	9	135	9	3.8%	3.9%
Jones, P.	9	135	9	3.8%	3.9%
Madison	9	135	9	3.8%	3.9%
Manley	6	90	6	2.5%	2.6%
Ozbun	21	315	21	8.9%	9.2%
Russell, C.	3	45	3	1.3%	1.3%
Steelman	6	90	6	2.5%	2.6%
Torres-Murphy	3	45	3	1.3%	1.3%
Wheeler	15	225	15	6.4%	6.6%
Wilcher	6	90	6	2.5%	2.6%
Wilhelm	6	90	6	2.5%	2.6%
Winfrey	12	180	12	5.1%	5.3%
York	6	90	6	2.5%	2.6%
TOTAL	230	3510	424	100.0%	100.0%
Faculty Workload					
Full-Time					
Part-Time					

Office Systems Technology					
Fall 2012 (Continued)					
Instructor	Credit Hours	Contact Hours	Contact Hours per Week	% Credit Hours	% Contact Hours
Student Enrollment					
Duplicated					1659
Unduplicated					1243
Summary					
Overall Percent Capacity					105.1%
FTE-F					13.7
Total Enrolled Credit Hours					4977
Credit Hours Generated per FTE-F (CHG)					363
FTE-S taught per FTE-F					24.2

* Program coordinators each receive three hours release time

Fall '09-Fall '11 Medical Information Technology and Office System Technology enrollment and productivity were included together.

ACT 101 ,OST and OSTL Course prefixes, class sections beginning with J or 17 (excluding sections starting with 18), and BLC as delivering campus Unduplicated Enrollment - Count of distinct empls in ACT, OST and OSTL classes

Duplicated Enrollment - count of all empls in ACT, OST, and OSTL classes. If a student is enrolled in more than one class, they are counted multiple times

Duplicate student listings in a class have been removed priority to enrollment calculations. Productivity calculations include duplicated student enrollments with multiple instructors.

OST students enrolled in MIT 103 are included in Medical Information Technology productivity and enrollment reports.

OST courses required for MIT students (OST 108, OST 110, OST 210, OST 213, OST 225, OST 235, OST 240 and OST 275) are included in the Office Systems Program Productivity Report

OST 108, OST 110, OST 210, OST 213, OST 225, OST 235, OST 240 and OST 275 includes MIT students

ACT 101 includes Accounting and Medical Information Technology Students

Students enrolled in IT 170 are included in CIT Program Productivity Report.

OST 296 Practicum is not included in calculations except duplicated and unduplicated enrollment

When applicable, "Accelerated Opportunity" classes (containing AO in course prefix) will be shown in gray but not included in productivity calculations or enrollment counts

Contact Hours Per Week = Contact Hours/15

FTE-F calculated by Total Credit Hours/15

Total Enrolled Credit Hours = Course Enrollment x Course Credit Hours

Credit Hours Generated per FTE-F = Total Credit Hours divided by FTE-F

Ratio of students taught per FTE-F = Credit Hours Generated/15

