

Office Systems Technology												
Fall 2013												
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		7	3	45	3	40	32	125.0%	120	0.20	Jones, M.	
ACT 101		7	3	45	3	36	32	112.5%	108	0.20	Jones, M.	
ACT 101		7	3	45	3	34	32	106.3%	102	0.20	Robertson	
ACT 101		7	3	45	3	18	32	56.3%	54	0.20	Robertson	
ACT 101		7	3	45	3	1	0	#DIV/0!	3	0.20	Staff	
ACT 101		7	3	45	3	40	32	125.0%	120	0.20	Aubrey	
ACT 101		7	3	45	3	7	32	21.9%	21	0.20	Wilhelm	
OST 101			3	45	3	5	20	25.0%	15	0.20	Davis	
OST 101		5	3	45	3	55	50	110.0%	165	0.20	Blaydes	
OST 101		5	3	45	3	46	50	92.0%	138	0.20	Blaydes	
OST 101		5	3	45	3	1	0		3	0.20	Staff	
OST 101		5	3	45	3	1	0		3	0.20	Staff	
OST 101		5	3	45	3	1	0		3	0.20	Staff	
OST 105			3	45	3	11	20	55.0%	33	0.20	Davis	
OST 105		14	3	45	3	23	20	115.0%	69	0.20	Ozbun	
OST 105		14	3	45	3	27	20	135.0%	81	0.20	Ozbun	
OST 105		14	3	45	3	23	20	115.0%	69	0.20	Cecil	
OST 105		14	3	45	3	24	20	120.0%	72	0.20	Cecil	
OST 105		14	3	45	3	23	20	115.0%	69	0.20	Osburn	
OST 105		14	3	45	3	31	20	155.0%	93	0.20	Clark	
OST 105		14	3	45	3	1	16	6.3%	3	0.20	Staff	
OST 105		14	3	45	3	19	20	95.0%	57	0.20	Ellis	
OST 105		14	3	45	3	27	20	135.0%	81	0.20	Ellis	
OST 105		14	3	45	3	23	20	115.0%	69	0.20	Winfrey	
OST 105		14	3	45	3	18	20	90.0%	54	0.20	Ellis	
OST 105		14	3	45	3	19	20	95.0%	57	0.20	Ozbun	

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Fall 2013 (Continued)

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	13	20	65.0%	39	0.20	Davis	
OST 105		14	3	45	3	18	20	90.0%	54	0.20	Hopper	
OST 108			3	45	3	3	20	15.0%	9	0.20	Breeding	
OST 108		2	3	45	3	28	20	140.0%	84	0.20	Ellis	
OST 108		2	3	45	3	7	0		21	0.20	Staff	
OST 110			3	45	3	2	20	10.0%	6	0.20	Davis, S.	
OST 110		8	3	45	3	24	20	120.0%	72	0.20	Blaydes	
OST 110		8	3	45	3	21	20	105.0%	63	0.20	Blaydes	
OST 110		8	3	45	3	21	20	105.0%	63	0.20	Blaydes	
OST 110		8	3	45	3	18	20	90.0%	54	0.20	Blaydes	
OST 110		8	3	45	3	20	20	100.0%	60	0.20	Clark	
OST 110		8	3	45	3	19	20	95.0%	57	0.20	Clark	
OST 110		8	3	45	3	1	0		3	0.20	Staff	
OST 110		8	3	45	3	11	20	55.0%	33	0.20	Winfrey	
OST 160			3	45	3	2	20	10.0%	6	0.20	Davis, S.	
OST 160		3	3	45	3	27	20	135.0%	81	0.20	Davis, S.	
OST 160		3	3	45	3	20	20	100.0%	60	0.20	Davis, S.	
OST 160		3	3	45	3	7	20	35.0%	21	0.20	Staff	
OST 210		4	3	45	3	21	20	105.0%	63	0.20	Wheeler	
OST 210		4	3	45	3	22	20	110.0%	66	0.20	Wheeler	
OST 210		4	3	45	3	21	20	105.0%	63	0.20	Wheeler	
OST 210		4	3	45	3	1	0		3	0.20	Staff	

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Fall 2013 (Continued)

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 215		1	3	45	3	27	32	84.4%	81	0.20	Ellis	
OST 220		1	3	45	3	14	20	70.0%	42	0.20	Clark	
OST 225		3	3	45	3	23	20	115.0%	69	0.20	Ozbun	
OST 225		3	3	45	3	19	20	95.0%	57	0.20	Ozbun	
OST 225		3	3	45	3	2	20	10.0%	6	0.20	Staff	
OST 235		3	3	45	3	26	25	104.0%	78	0.20	York	
OST 235		3	3	45	3	29	25	116.0%	87	0.20	York	
OST 235		3	3	45	3	27	25	108.0%	81	0.20	Clark	
OST 240		5	3	45	3	20	20	100.0%	60	0.20	Wheeler	
OST 240		5	3	45	3	23	20	115.0%	69	0.20	Wheeler	
OST 240		5	3	45	3	22	20	110.0%	66	0.20	Davis, W.	
OST 240		5	3	45	3	22	20	110.0%	66	0.20	Wheeler	
OST 240		5	3	45	3	7	20	35.0%	21	0.20	Winfrey	
OST 272		1	3	45	3	13	20	65.0%	39	0.20	Ozbun	
OST 275		1	3	45	3	30	32	93.8%	90	0.20	Jones, J.	
OST 295		1	3	45	3	5	20	25.0%	15	0.20	Clark	
TOTAL		54	162	2430	162	1167	1207	96.7%	3501	10.8		

Office Systems Technology					
Fall 2013					
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 2013 (Continued)						
Instructor	Credit Hours	Contact Hours	Contact Hours per Week	% Credit Hours	% Contact Hours	
Student Enrollment						
Duplicated						1190
Unduplicated						941
Summary						
Overall Percent Capacity						96.7%
FTE-F						10.8
Total Enrolled Credit Hours						3501
Credit Hours Generated per FTE-F (CHG)						324
FTE-S taught per FTE-F						21.6

* Program coordinators each receive three hours release time 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 emplids in ACT, OST and OSTL classes

Duplicated Enrollment - count of all emplids 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.

Office Systems Technology

Fall 2013 (Continued)

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

Source: DSS Unofficial Data

Academic Assessment