OFFICE SYSTEMS (OS)

OS 100 Keyboarding Basics (1 credit)
Keyboarding Basics teaches students to operate the computer keyboard by touch and begin development of acceptable speed and accuracy levels. Recommended for students who have not had formal keyboarding instruction or as a refresher for students returning to the work force in an office setting. Credit for prior learning is available. Course fee.

OS 113 Intermediate Keyboarding and Document Processing (3 credits)
This course emphasizes the development of speed and accuracy with alphabetic, numeric and symbolic keyboarding and proofreading techniques. Assignments are customized to the individual student's skill level. Students use word processing software as a tool to prepare various business letters, memos, tables and reports. Decision-making skills are used to select document formats. Course projects emphasize the application of written communication skills and the ability to produce quality documents efficiently. Course fee.

Prerequisite(s): OS 100

OS 116 Communication Technologies   (4 credits)
This course introduces students to the fast-paced world of end-user communication technology and telecommunications. Students acquire knowledge of the fundamentals of electronic mail, voice processing, teleconferencing, wireless communication, and related technologies. The course includes student use of speech recognition software. Course fee.

OS 129 Introduction to Office Procedures and Management (4 credits)
This course provides students with opportunities to explore various office careers for development of short- and long-term career goals. Key topics include: written and oral business communication skills; international etiquette; records/financial management/office design, space and workplace safety; minute-taking; and an introduction to supervision. Hands-on practice in the use of various filing systems, event planning/travel arrangements as well as case studies and role-playing will provide students with experience in real-world business practices. Course fee.

OS 135 Medical Office Systems (3 credits)
Office administration in a medical setting requires human relations skills, confidentiality and computer software proficiency. The role and responsibilities of the medical office assistant are explored through simulations and application of office systems theory. Topics include the ethical and legal responsibilities of handling patient records, preparation of medical records, billing and insurance forms, professional reports, scheduling and communications. Course fee.

OS 136 Introduction to Bookkeeping: Quickbooks (3 credits)
This course introduces basic bookkeeping concepts and procedures vital to developing and controlling business activities through the use of accounting software. Accounting for payables and receivables, preparing payroll activities and producing financial statements will be major topics of the course. Students will gain proficiency in developing sample databases designed to simulate real-world bookkeeping functions. Course fee.

Prerequisite(s): (Accuplacer Elem Algebra with a score of 036 or Accuplacer Arithmetic with a score of 065 or MATH 021) or (SAT Mathematics with a score of 530) or (ACT Mathematics with a score of 21) or (PARCC Algebra II with a score of 750)

OS 140 Fundamentals of Healthcare (3 credits)
This course focuses on the knowledge and skills common to all healthcare occupations. This course will explore content which includes healthcare delivery systems, communication skills, legal and ethical responsibilities, wellness and disease concepts, infection control, CPR, introductory first aid and safety, employability, computer skills, and professionalism common to health care occupations. Course fee.

OS 214 Advanced Keyboarding & Document Processing (3 credits)
This course emphasizes the continued development of speed and accuracy with keyboarding exercises. Assignments are customized to the individual student's skill level. Students use word processing software as a tool to prepare various business documents. Decision-making skills are used to select document formats. Course projects emphasize advanced word processing skills such as advanced tables, merged documents, tracking changes and macros. Course fee.

Prerequisite(s): OS 113

OS 235 Medical Transcription (3 credits)
Students master transcription techniques and apply medical terminology and English language usage to prepare medical documents. Documents illustrate appropriate medical report forms, use of reference materials and computer software. Knowledge of software productivity techniques is essential for successful transcription. Course fee.

Prerequisite(s): (AHS 101 and ENG 012 and OS 113) or (AHS 101 and ENG 018 and OS 113) or (Accuplacer English with a score of 090 and AHS 101 and OS 113) or (ENG 101 and AHS 101 and OS 113) or (PARCC English Language with a score of 750)

OS 245 End User Technology Solutions (3 credits)
This course provides a comprehensive overview of technology solutions for the organizational end user environment. Emphasis is on the development of business applications using several software packages, including desktop publishing and project management. Course fee.

Prerequisite(s): OS 116

OS 272 Cooperative Education II: Office Systems (2 credits)

OS 273 Cooperative Education III: Office Systems (3 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Students must have completed 12 credits prior to co-op, and have a GPA of 2.0 or higher. Please see the Coordinator for Career Services in Advising, Career & Transfer Services for approval.