



Beaufort County Community College
 PO Box 1069
 Washington, NC 27889
 (252) 946-6194

Name _____

Date Entered _____

Office Systems Technology

(Curriculum Code A25360)

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
Year 1	Fall Semester					
	ACA 111	College Student Success (or ACA 118)		1	0	1
	CIS 111	Basic PC Literacy (or CIS 110)		1	2	2
	ENG 111	Expository Writing	test scores	3	0	3
	MAT 115	Mathematical Models	test scores	2	2	3
	OST 131	Keyboarding		1	2	2
	OST 184	Records Management		1	2	2
	PSY 118	Interpersonal Psychology		3	0	3
	Total			12	8	16
Year 1	Spring Semester					
	BUS 121	Business Math		2	2	3
	CTS 130	Spreadsheet	CIS 110 or 111	2	2	3
	OST 134	Text Entry & Formatting	OST 131	2	2	3
	OST 136	Word Processing	CIS 111, OST 131	1	2	2
	OST 164	Text Editing Applications	ENG 090 or test scores	3	0	3
	OST 286	Professional Development		3	0	3
	Total			13	8	17
Year 2	Fall Semester					
	ACC 120	Principles of Financial Accounting		3	2	4
	BUS 115	Business Law I		3	0	3
	BUS 260	Business Communication	ENG 111	3	0	3
	DBA 110	Database Concepts	CIS 110 or 111	2	3	3
	OST 223	Machine Transcription I	OST 134, 136, 164	1	2	2
	OST 236	Advanced Word/Information Processing	OST 136	2	2	3
	Total			14	9	18
Year 2	Spring Semester					
	CTS 135	Integrated Software Intro.	CTS 130, DBA 110, OST 236	2	4	4
	ENG 114	Professional Research & Reporting	ENG 111	3	0	3
	OST 224	Machine Transcription II	OST 223	1	2	2
	OST 233	Office Publications Design	OST 136	2	2	3
	OST 289	Office Systems Management	ENG 111; OST 134, 136, 164	2	2	3
		Humanities Elective ¹		3	0	3
	Total			13	10	18
		Total Credit Hours 69				

Students may take college transfer courses for CIS 111 (CIS 110) and MAT 115 in consultation with their advisor.

¹Choose one of the following humanities electives:

ART 111, ENG 131*, ENG 231*, ENG 232*, ENG 241*, ENG 242*, HUM 115*, HUM 120*, HUM 121, HUM 122,
HUM 150, HUM 160*, MUS 110, REL 110, REL 211, REL 212, SPA 211*, SPA 212* (**elective has prerequisite*)