



**South Central College
Program Design**

AAS 2238/3224 Office Systems Specialist

Program Information

Career Cluster Business Management and Administration

Description

AAS 2238/AAS 3224

This program is designed to prepare the students for employment with a focus toward information processing from the support perspective. Applied skills are developed in computer software usage, electronic mail, network and media management, applications support, systems administration tasks, computer maintenance, Internet, and emerging software technologies.

Accreditation Information

South Central College is accredited by the Higher Learning Commission of the North Central Association. SCC was granted a full 10-year reaccreditation in 2010. To promote the college's belief in the continuous quality improvement model, SCC is exploring membership into HLC's Academic Quality Improvement Program.

Program Student Learning Outcomes

- 1 Input data with speed and accuracy at industry standard.
- 2 Apply knowledge of application software and file management
- 3 Demonstrate oral and written business communications.
- 4 Demonstrate oral and written business communications.
- 5 Apply office organization principles.
- 6 Demonstrate support of hardware and software applications.
- 7 Create and maintain web documents.

Program Configurations

Office Systems Specialist A.A.S. Degree

Credits

General Studies	6
Technical Studies	43

Courses

Course #	Course Title	Credits	Function
COMM 140	Interpersonal Communication	3	General Studies
COMP 1140 (old)	Web Development	4	Technical Studies
COMP 1200	Hardware and Software Essentials	4	Technical Studies
COMP 1360	Introduction to Data Communications and Networking	4	Technical Studies
COMP 2130	Advanced Spreadsheets/Database & Programming	4	Technical Studies
OTEC 1820	Business English	3	Technical Studies
OTEC 1825	Office Financial Applications I	3	Technical Studies
OTEC 1840	Business Presentations	3	Technical Studies
OTEC 1875	Word Processing Concepts & Applications: Core	3	Technical Studies
OTEC 2810	Computer Technology	3	Technical Studies
OTEC 2815	Employment Portfolio	3	Technical Studies
OTEC 2820	Business Communications	3	Technical Studies
OTEC 2870	Information Resource Management	3	Technical Studies
OTEC 2875	Word Processing Concepts and Applications: Expert	3	Technical Studies
PHIL 100	Ethics in Society	3	General Studies

Program Course List

Number	Title	Credits	Pre/Corequisites
COMP 1360	Introduction to Data Communications and Networking	4	None.
OTEC 1820	Business English	3	None
OTEC 2810	Computer Technology	3	None