Southeast Missouri Regional Tech Prep Education Program

Office Systems Technology
Secondary Component

Career Pathway: Business, Management & Technology

Required for Admission:
• Average or Above Reading Ability

Prerequisite:
• Typewriting or Keyboarding
• English I & II
• Applied Mathematics I & II or Algebra I

All prerequisite courses must be completed with a grade of “C” or above

Not Required for Admission but Strongly Recommended High School Courses:
• Applied Communications
• Four years of English Composition and Writing Skills
• Applied Biology/Chemistry or Biology and Chemistry
• Psychology/Sociology

2 + 2 Articulated Courses

CIS175   Microcomputer Applications .........................3
CIS210   Micro Database Management ........................3
CIS220   Micro Spreadsheet Applications .....................3
CIS232   Word Processing – WordPerfect I
         OR
CIS235   Word Processing – Microsoft Word .................3
OST108   Ten-Key Numeric Skills ...............................1
OST110   Filing Systems/Records Management ..............2
OST130   Office Procedures I ..................................3
PAW106   Preparation for Employment ........................1

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Mineral Area College
Associate of Applied Science
Office Systems Technology

A complete list of degree requirements is available from the Career and Technical
Education Division office, Mineral Area College.

Revised November 2003