

The Drake Advantage

Students who attend Drake State Technical College will receive a quality education utilizing a combination of traditional lecture style classes, computer labs as well as hands on experience in our on-site training facilities. Class sizes are typically much smaller than other area institutions of higher education allowing for more one-on-one faculty-student interaction. When we say "Our Graduates Work", we stand behind a commitment to provide the educational opportunities to prepare our students for immediate entry into the workforce.

Program Description

The mission of the Office Systems Technology Program is to prepare students for employment or advancement in office support positions by providing learning experiences in word processing, spreadsheet management, database management, written and oral communications, administrative office procedures and internet usage along with critical thinking and problem solving experiences.

Career Opportunities

Graduates of the Office Technology Program may become employed as a General Office Clerk, Administrative Assistant, Office Manager, Legal Office manager or Executive Office Manager.

Expected Earnings/Salary

Earnings for Office Administration Personnel as reported by the 2008-2009 Occupational Outlook Handbook are as follows:

The median annual earnings for administrative assistants are \$27,450.

The highest 10 percent earn more than \$41,550 annually.

This brochure serves as basic information for those interested in the programs outlined within. For an all-inclusive list of classes and required course numbers, the J.F. Drake State Student Catalog provides the "official" requirements for graduation as outlined by the Alabama Department of Postsecondary Education. A catalog is available from the Admissions Office.

For specific program questions contact Deloris Smothers at 256.551.3155 or deloris.smothers@drakestate.edu



**Equal Employment/Opportunity Institution
Accredited by:**

**Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, Georgia 30346 • 800.917.2081**

OFFICE SYSTEMS TECHNOLOGY

Our Graduates Work.



**3421 Meridian Street, North • Huntsville, AL 35811
Phone 256.539.8161 • Fax 256.539.6439
1.888.41.drake (37253) • www.drakestate.edu**

Skills Needed

Students develop skills in keyboarding, word processing, spreadsheet management and record/information management. A student in the Office Systems Associate Degree Program is eligible to sit for the Certified Professional Secretaries' (CPS) exam, the hallmark of success in this profession.

Types of Programs Offered

There are three different levels of training in the Office Systems Technology Program:

Career Skills Certificate

– Office Systems Technology

Career Entry Certificate

– Office Systems Technology
Choose one area of emphasis

Financial Secretary
Medical Secretary
Word Processing

Associate in Applied Technology Degree

– Office Systems Technology

The varied levels of certification allow each student to customize the amount of training he/she desires based on individual career goals. The basic Career Skills certificate may be utilized as a means for immediate entry into the workforce or serve as a starting point for the Career Entry Certificate while allowing for specialization. In most cases, the credits received from one certificate level will transfer to a program of a higher level.

Courses for Career Skills Certificate

Areas I-IV are required general education courses. Refer to the Drake State catalog for specific course titles and credit hours.

Area I English/Communications
Area III Natural Sciences/Math/Computer Science
Area VI Core/Technical Concentration
– select one area of concentration
(sample classes listed)

Financial Secretary

Beginning Keyboarding
Basic Word Processing
Basic Accounting Principles
Advanced Record Keeping
Advanced Accounting
Financial Record Keeping
Spreadsheet Applications
Database Applications

Medical Secretary

Beginning Keyboarding
Office Procedures
Special Projects
Medical Terminology
Basic Word Processing
Microcomputer Applications

Word Processing

Beginning Keyboarding
Records & Information Management
Word Processing (basic & advanced)
Special Projects
Microcomputer Applications

Additional requirements include 1 credit hour for Orientation, 1 credit hour for Workplace Skills Preparation and a non-credit entry for Graduation.

Approximate Credit Hours Required: 29

Career Entry Certificate

– Office Systems Technology

Areas I-IV are required general education courses. Refer to the Drake State catalog for specific course titles and credit hours.

Area I English/Communications
Area II Humanities/Fine Arts
Area III Natural Sciences/Math/Computer Science
Area VI Core/Technical Concentration
(sample topics listed below)

Keyboarding (beginning & advanced)
Basic Word Processing
Advanced Record Keeping
Advanced Word Processing
Business Communication
Financial Record Keeping
Records & Information Management
Office Procedures
Spreadsheet Application
Database Application
Medical Terminology

Area VII Electives *(choose two)*
Computer Navigation
Intro to Business
Office Graphics Presentations
Individual Income Tax
Directed Studies
Microcomputer Applications
The Computerized Office
Commercial Software Application
Special Topics

Additional requirements include 1 credit hour for Orientation, 1 credit hour for Workplace Skills Preparation and a non-credit entry for Graduation

Approximate Credit Hours Required: 59

Associate in Applied Technology Degree – Office Systems Technology

Areas I-IV are required general education courses. Refer to the Drake State catalog for specific course titles and credit hours.

Area I English/Communications
Area II Humanities/Fine Arts
Area III Natural Sciences/Math/Computer Science
Area IV History/Social/Behavior Science
Area VI Core/Technical Concentration
(sample topics listed below)

Keyboarding (beginning & advanced)
Word Processing (basic & advanced)
Records & Information Management
Office Procedures
Special Projects
Office Management
Medical Terminology
Database applications
Business Law
Advanced Record Keeping
Spreadsheet Applications
Business Communications
Financial Record Keeping

Area VII Electives
Intro to Business
Payroll Accounting
CIS Internship
Micro Computer Applications
Help Desk Applications
E-commerce
The Computerized Office
Office Internship
Office Co-op
Office Graphics Presentation
Computer Ethics
Individual Income Tax
Directed Studies
Commercial Software Application

Additional requirements include 1 credit hour for Orientation, 1 credit hour for Workplace Skills Preparation and a non-credit entry for Graduation

Approximate Credit Hours Required: 75