



## Testimonial

My name is Latanya D. Merritt. I graduated from Johnston Community College in 2006 with an Associate in Applied Science Degree in Office Systems Technology. I am presently employed at the Town of Smithfield as an Administrative Assistant in the Planning Department.

The following courses completed at Johnston Community College have provided me with the knowledge needed to perform my daily tasks on my new job:

- Database Concepts & Applications
- Office Publications Design
- Office Systems Management
- Records Management

The skills learned from Database Concepts & Applications allow me to create tables, queries, and reports to meet the organization's goal for zoning permits. I have created a brochure for our department with the skills learned from my Office Publications Design class. With the skills obtained from the Office Systems Management, I am capable of performing administrative office procedures, imaging, communication techniques and equipment utilization.

Though I have only described how several of the classes have helped me perform on my job, all of the courses at JCC have helped me gain state-of-the-art skills needed to meet the demands of the computerized office setting.

—Latanya Merritt



### Main Campus

245 College Road  
Smithfield, NC 27577  
919-934-3051

### Admissions Office

919-209-2128

[www.johnstoncc.edu](http://www.johnstoncc.edu)

### JCC Time & Temperature

919-934-0112

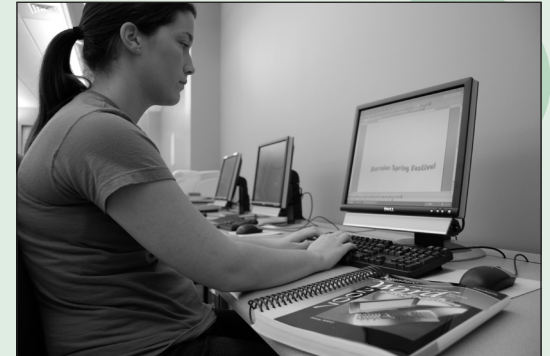
"Johnston Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma and certificate."

For more information about  
**Office Systems Technology**

Please contact  
**Peggy Skinner**  
Wilson Building C2025  
Phone: 919-209-2188  
[peggy Skinner@mail.johnstoncc.edu](mailto:peggy Skinner@mail.johnstoncc.edu)



## Office Systems Technology



**Associate in Applied Science  
Degree and Certificate**



## Program Description

The Office Systems Technology Curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

## Occupational Outlook

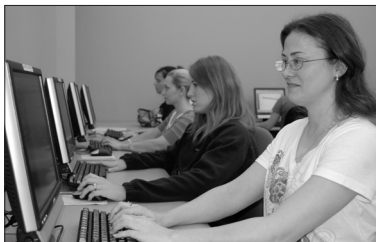
Graduates should qualify for employment in a variety of positions in business, government and industry. Almost all organizations need administrative support. About one-half of all positions are with firms providing services. Other employers include manufacturing, construction wholesale and retail trade, transportation, and communications. Banks, insurance companies, investment and real estate firms, and government agencies are other employers. Job classifications range from entry-level to middle management.

## Economic Forecast

Job titles may include: Receptionist, word processor, secretary, administrative assistant or office manager. Salaries range from \$17,000 to \$38,000 depending on the position, the location, and the employer.

## Can You Speak Spanish?

Tremendous opportunities are available in this geographic area for well-qualified administrative assistants, secretaries and other office professionals who can speak Spanish.



## Associate in Applied Science Degree Key Classes Include:

- Text Entry & Formatting
- Word Processing
- Office Publications Design
- Text Editing Applications
- Records Management
- Office Systems Management
- Business Communications

## An Office Systems Certificate is available. It is a one-year, part-time program including:

- Introduction to Computers
- Keyboarding
- Word Processing
- Graphic Software (PowerPoint)
- Advanced Word/Information Processing

## A Microsoft Office Certificate is available. It is a day/distance learning, part-time program including:

- Microsoft Word
- Principles of Financial Accounting
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access



"I am very proud to have earned an Associate in Applied Science Degree in Office Systems Technology. I have been employed in the administrative area of business for many years and currently work at Johnston Community College as the LEIS Coordinator for Basic Skills in the Continuing Education Division. OST classes have enabled me to be more effective and more professional in my job. As an experienced student, I greatly appreciate the up-to-date office skills and technology that I was able to learn through my OST classes. The business world is forever changing, and OST provided me with the tools that I need to be more successful. I highly recommend the Office Systems Technology area of study to anyone planning to enter the administrative world of business."

Sandra B. Millard  
2007 Graduate  
Associate in Applied Science Degree  
in Office Systems Technology  
Johnston Community College

