

CREDIT BY EXAMINATION

OFFICE SYSTEMS TECHNOLOGY COURSES

STUDENTS PLEASE NOTE:

Examinations for Keyboarding will require the use of a keyboard and will be administered on a **computer**. Become familiar with the **current version of Microsoft Word** before the day of the test. Correct grammar, punctuation and style are required, and you will need to conform to the prescribed business format. There will be no makeups or refunds for any Credit by Examination test.

TEST SITES:

East Campus (Fall/November) West Campus (Spring/March) Osceola Campus (Summer/June)

APPLICATION INFORMATION:

Applications are available in the Department Offices. Please complete it, have it signed by the Dean (or a designee). Pay the required fee at the Finance Office. Return a marked paid copy of the application to the Department Office BEFORE the testing date.

East Campus - Business, IT & Public Services, Building 8, Room 105, 407-582-2551

Osceola Campus – Career & Technical Programs, Building 3, Room 319, 407-582-4895

West Campus – Business & Hospitality Division, Building 7, Room 107, 407-582-1069

OST 1100 KEYBOARDING & DOCUMENT PROCESSING I

Completion time = **approximately 2 hours**. The book ***Gregg College Keyboarding & Document Processing for Windows Lessons 1-60***, is on reserve in the East Campus Library for your convenience.

Part A Three 3-minute timed writings (need **two** with **38 wpm** with 3 or less errors)

Part B Production (70% needed to pass)

- Academic or business report (may include footnotes/endnotes/citations)
- Business letter with envelope
- Three or four-column table
- Memo

Part C Objective Test (multiple choice/true and false) (70% or better needed to pass)

Basic knowledge of:

- vertical spacing
- horizontal spacing
- letter formats
- envelopes
- spacing - one space after end of sentence punctuation
- bound/unbound reports with footnotes/endnotes/citations
- envelopes should have words in all capitals with no punctuation
- use one space after the capitalized two-letter state abbreviation before the zip code
- use capital letters with no punctuation for inside addresses in letters using window envelopes
- business report format and parts
- academic report format and parts
- word division
- outlines
- paper size
- new simplified memo style
- margin settings
- proofreader's marks

OST 1110 KEYBOARDING & DOCUMENT PROCESSING II

Completion time = **approximately 2 hours**. The book *Gregg College Document Processing for Windows, Lessons 61-120*, is on reserve in the East Campus Library for your convenience.

Part A Three 5-minute timed writings (need two with **48 wpm** with 5 or less errors)

Part B Production (70% needed to pass)

- Academic or business report (may include footnotes/endnotes/citations) - bound/unbound
- Business letter with envelope
- Five-column table
- Memo
- Agenda

Part C Objective Test (multiple choice/true and false) (70% or better needed to pass)

Basic knowledge of:

- vertical spacing
- horizontal spacing
- letter formats
- envelopes
- spacing - one space after end of sentence punctuation
- bound/unbound reports with footnotes/endnotes/citations
- envelopes should have words in all capitals with no punctuation
- use one space after the capitalized two-letter state abbreviation before the zip code
- use capital letters with no punctuation for inside addresses in letters using window envelopes
- special features for letters and envelopes
- two-page letters and memos
- billing forms
- complex tables
- specialized business forms such as itineraries, agendas, bibliographies, requisitions, purchase orders, press release, etc.
- business report format and parts
- academic report format and parts
- word division
- outlines
- paper size
- new simplified memo style
- margin settings
- proofreaders marks

OST 1141 COMPUTER KEYBOARDING

Completion time = **approximately 2 hours**. The book *College Keyboarding, Lessons 1-20*, is on reserve in the East Campus Library for your convenience.

Part A Three 3-minute timed writings (need two with **25 wpm** with 3 or less errors)

Part B Three 3-minute timed writings for the numeric keypad (need two timings with **7000 strokes per hour or more**)

Part C Objective Test (multiple choice/true and false) (70% or better needed to pass)

Basic knowledge of:

- | | | |
|-------------|-------------------|---------------------------|
| · spacing | number/pound sign | abbreviations and spacing |
| · posture | home row keys | asterisk enter key |
| · space bar | symbols | dollar sign slash |
| · backspace | tab key | a.m. @ sign |
| · hyphen | cap lock key | parenthesis shift keys |
| | dash | semicolon wordwrap |

OST 1257 MEDICAL TERMINOLOGY

Completion time = **approximately 2 hours.**

300 multiple choice/true and false questions (70% minimum grade needed).

Areas covered:

- fields of medicine
- blood and other fluids
- medical abbreviations
- pharmacology terms
- drugs
- plurals of medical terms
- body structures
- body systems (Circulatory, Lymphatic, Respiratory, Digestive, Urinary, Reproductive, Muscular and Skeletal, Nervous, Integumentary, Endocrine, and Psychological Disorders)

OST 1467 INTRODUCTION TO BODY SYSTEMS

Completion time = **approximately 3 hours.**

300 multiple choice/true and false questions (70% minimum grade needed).

Areas covered:

- pharmacology
- physiology
- laboratory
- human anatomy (all body systems)
- medical abbreviations

OST 1611 MEDICAL TRANSCRIPTION

Completion time = **approximately 2 hours.** Transcription speed will be used to determine grade.

Correctly transcribe with accuracy from digital dictation several medical documents.

These documents may include, but are not limited to:

- chart notes
- consultations
- discharge summaries
- soap notes
- operation records
- history and physical examinations

Reference materials allowed while taking test.

Correct format, grammar, punctuation, and style are required.

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