

July 20, 1998

MEMORANDUM

TO: Presidents

FROM: H. Martin Lancaster

SUBJECT: Office Systems Technology and Concentrations Curriculum
Standards Revision

I am delighted to inform you that on July 17, 1998, the State Board approved a revision to the A25360 Office Systems Technology and concentration standards effective Fall semester 1998. The revision removes OST 131 Keyboarding from the core. This revision allows colleges to administer proficiency tests to incoming students and permits students proficient in keyboarding to replace this course with more advanced courses. The revised standards are attached.

We wish you continued success with these programs.

HML/dw

Attachment

c: Elizabeth L. Johns

Paper Copy
CC-98-220