

# INSTRUCTIONAL SYSTEMS INC.

## INTRODUCTION TO OFFICE TECHNOLOGY

### CHAPTER 1 - Computer Software

- Lesson 1 - Computer Software
- Lesson 2 - Operating Systems
- Lesson 3 - Application Software
- Lesson 4 - Word processing Software
- Lesson 5 - Database Software
- Lesson 6 - Electronic Spreadsheet Software
- Lesson 7 - Graphics Software
- Lesson 8 - Communications Software
- Lesson 9 - Medical Data Entry Exercise
- Lesson 10 - Utility Software
- Lesson 11 - Specialized Software Applications
- Lesson 12 - Other Software Applications
- Lesson 13 - Disk Management

### CHAPTER 2 - Information Systems

- Lesson 1 - Information Systems
- Lesson 2 - Information Processing Cycle
- Lesson 3 - Computers in an Information Processing System
- Lesson 4 - Mainframes and Minicomputers
- Lesson 5 - Microcomputers
- Lesson 6 - Other Computers
- Lesson 7 - The Keyboard
- Lesson 8 - Other Input Devices
- Lesson 9 - Specialized Input Devices
- Lesson 10 - Medical Data Entry Exercise
- Lesson 11 - Basic Computer Systems Mode
- Lesson 12 - Computer Memory
- Lesson 13 - Output Devices
- Lesson 14 - Secondary Storage

### CHAPTER 3 - Information Transfer

- Lesson 1 - Proofreading Names
- Lesson 2 - Proofreading Numbers
- Lesson 3 - Manual Data Entry (Names)
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- Lesson 5 - Manual Data Entry (Addresses)
- Lesson 6 - Retrieving Data

Lesson 7 - Insurance Terms  
Lesson 8 - Insurance Coverage  
Lesson 9 - Form Recognition  
Lesson 10 - Insurance Records Data Entry

#### CHAPTER 4 - Record Duplication

Lesson 1 - Record Duplication  
Lesson 2 - Reprographic Equipment  
Lesson 3 - Photocopiers  
Lesson 4 - Photocopier Terms  
Lesson 5 - Reproduction Quality and Completeness  
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