



ASSOCIATE IN APPLIED SCIENCE DEGREE

OFFICE SYSTEMS TECHNOLOGY FINANCIAL ASSISTANT OPTION

Program Description

Thank you for your interest in the Associate of Applied Science Office Systems Technology Financial Assistant Option. The Office Systems Technology program is an integrated curriculum which prepares graduates at the diploma, certificate and associate degree level. The Office Systems Technology program prepares students to work in an office environment of people, processes and technology. Job titles may include Administrative Assistant, Office Assistant, Office Manager and Financial Assistant. These personnel use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, database, and spreadsheet.). They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis. Technical courses combined with general education courses prepare students for today's workforce and provide a basis for lifelong learning, a necessity for the workforce of the future. All associate degrees must complete supervised work experience in an office prior to graduation. Program graduates are employed in professional offices, education, government, businesses and industries. Graduates may choose to sit for the Certified Professional Secretary Examination.

List of Colleges

[Bluegrass Community & Technical College](#), [Gateway Community & Technical College](#), and [West Kentucky Community & Technical College](#) offer this degree.

One of these colleges must be designated as your Home College because only a Home College can confer a degree. Even though the classes will be delivered by different KCTCS colleges, the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

You may request KCTCS classes online at <http://www.kyvc.org> or you may register directly at any KCTCS college. Your request for classes through KYVC will go to the college you designate as Home College and the Registrar at the Home College will enroll you for classes once all admission requirements have been met. Additional information about KCTCS admission requirements and college contacts may be accessed at www.kctcs.edu/distancelearning.

Financial Assistant:

Upon completion of this option the student can:

1. Explain basic financial accounting concepts and applications.
2. Analyze and interpret financial data.
3. Explain basic personal and business financial concepts and applications.
4. Explain financial and accounting software used in the financial industry.
5. Work effectively in a variety of financial settings.
6. Explain basic economic principles.
7. Use current business publication, newspapers, and the internet to aid in financial decision-making.

Course Requirements

Here is a listing of the classes involved in this degree. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire program may be completed on line with the exception of **Office Systems Technology Internship (OST 295) and Cooperative Education (COE 199)**. Students will need to work with their advisor on these courses. Some faculty may require proctored exams. Approved proctored sites are listed at www.kctcs.edu/distancelearning under student services.

General Education:	
ENG 101 Writing I	3
Second Writing Course approved by Program Coordinator	3
MT 105 Business Mathematics OR	3
MT 110 Applied Mathematics OR	(3)
Higher Level Mathematics Course	(3)
Heritage/Humanities Course	3
Oral Communications Course	3
Science Course	3 – 4
Social Interaction Course**	3
Computer Literacy Course	3
Subtotal	24 - 25

**ACBSP accredited colleges must require Economic

Technical Core Courses:	
OST 110 Document Formatting and Word Processing	3
OST 210 Advanced Word Processing Applications	3
OST 240 Software Integration OR	(3)
CIS 130 Microcomputer Applications	3
OST 235 Business Communications Technology	3
OST 275 Office Management	3
Subtotal	15

FINANCIAL ASSISTANT OPTION

Required:	
ACT 101 Fundamentals of Accounting I OR	3
Higher Level Accounting Course	(3)
ACT 102 Fundamentals of Accounting II OR	3
Higher Level Accounting Course	(3)
ACT 279 Computerized Accounting Systems OR	3
OST 114 Computerized Financial Management	(3)
OST 112 Financial Management OR	3
Course Approved by Program Coordinator	(3)
OST 160 Records and Database Management	3
OST 215 Office Procedures	3
OST 295 Office Systems Technology Internship OR	3
COE 199 Cooperative Education	(2 – 3)
Course Approved by Program Coordinator	3
Financial Assistant Option Credit Hours	23 24
Total Credit Hours	62 - 64
OST AAS Financial Assistant Option	

COURSES: <http://www.kctcs.edu/distancelearning/Courses.htm>

CONTACTS: <http://www.kctcs.edu/distancelearning/collegeContacts.htm>

FINANCIAL AID: <http://kctcs.edu/student/financialaidscholarships/index.htm>

GETTING STARTED: <http://www.kctcs.edu/distancelearning/gettingstarted.htm>

KCTCS CONTACTS: <http://kctcs.edu/distancelearning/DLPeerTeam.htm>

ONLINE BOOKSTORE: <http://www.campusstores.com/kctcs/index.asp>

STUDENT TUTORIAL: <http://www.kctcs.edu/distancelearning/tutorials.htm>