



ASSOCIATE OF APPLIED SCIENCE DEGREE

BUSINESS ADMINISTRATION OFFICE SYSTEMS OPTION

Program Description

Thank you for your interest in the Associate of Applied Science Business Administration Office Systems Option. The Business Administration program prepares students for a variety of careers in business. The core curriculum provides students with a foundation of knowledge applicable to any business career. The curriculum is designed for those who seek entry level jobs as well as for currently employed individuals wishing to enhance their skills. The Office Systems Option prepares the student with a broad base of knowledge and skills needed for a variety of positions in an office.

List of Colleges

[Big Sandy Community & Technical College](#), [Gateway Community & Technical College](#), [Henderson Community College](#), [Hazard Community & Technical College](#), [Madisonville Community & Technical College](#), [Maysville Community College](#), and [Somerset Community 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

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a “course inquiry” submit form through www.kyvc.org. KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student’s chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at www.kctcs.edu/distancelearning.

Office Systems Option Competencies

Upon completion of this option, the graduate can:

1. Demonstrate the operation of a computer system to produce accurate documents in a specified amount of time.
2. Demonstrate spelling, grammar, punctuation, word usage, and proofreading skills.
3. Store and retrieve records using the appropriate method of filing.
4. Demonstrate an understanding of office technology concepts and applications.
5. Demonstrate an understanding of the administrative office procedures with an emphasis on productivity.

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 Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at <http://www.kctcs.edu/distancelearning> under student services.

General Education:	
ENG 101 Writing I	3
CIS 100 Introduction to Computers OR	3
CS 101 Introduction to Computers I OR	(3)
OST 105 Introduction to Information Systems	(3)
COM 181 Basic Public Speaking OR	3
COM 252 Introduction to Interpersonal Communication	(3)
ECO 101 Contemporary Economic Issues OR	3
ECO 201 Principles of Microeconomics OR	(3)
ECO 202 Principles of Macroeconomics	(3)
MT 105 Business Mathematics OR	3
MT 110 Applied Mathematics	(3)
Heritage/Humanities Course	3
Natural or Applied Science Course	3

Technical Core Courses:	
ENG 102 Writing II OR	3
CMS 152 Writing for Business & Industry OR	(3)
OST 235 Business Communications Technology	(3)
CIS 130 Microcomputer Applications and Development OR	3
OST 240 Software Integration	(3)
BA 160 Introduction to Business OR	3
B&E 100 Introduction to Business and Economics	(1)

BA 250 Business Employability Seminar	1
BA 267 Introduction to Business Law	3
BA 282 Principles of Marketing	3
BA 283 Principles of Management	3
ACC 201 Financial Accounting I OR	3
ACT 101 Fundamentals of Accounting I AND	(3)
ACT102 Fundamentals of Accounting II	(3)
ACC 202 Managerial Uses of Accounting Information	3
QMS 101 Quality Management Principles	3
Subtotal	47 - 52

OFFICE SYSTEMS OPTION

Required:	
OST 110 Document Formatting and Word Processing	3
OST 210 Advanced Word Processing Applications	3
OST 215 Office Procedures	3
OST 220 Administrative Office Simulations	3
Choose 6 hours from the following Approved Technical Courses*	
OST 150 Transcription and Office Technology	3
OST 160 Records and Database Management	3
OST 216 Selected Topics in Office Systems: Topics	1-3
OST 235 Business Communication Technology	3
OST 295 Office Systems Technology Internship OR	1-3
COE 199 Cooperative Education (Business Technology) OR	(1-3)
BA 280 Business Internship	(1-3)
OST 275 Office Management	3

Subtotal	18
Total	65-70

***Students may select other courses approved by the Business Administration Program Coordinator**

Helpful links:

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>

Revised: April 2008