



## **ASSOCIATE IN APPLIED SCIENCE DEGREE**

### **OFFICE SYSTEMS TECHNOLOGY ADMINISTRATIVE OPTION**

#### **Program Description**

Thank you for your interest in the Associate of Applied Science Office Systems Technology Administrative Option. 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**

[Ashland Community & Technology College](#), [Bluegrass Community & Technical College](#), [Elizabethtown Community & Technical College](#), [Gateway Community & Technical College](#), [Hopkinsville Community College](#), [Jefferson Community & Technical College](#), [Maysville Community & Technical College](#), [Owensboro Community & Technical College](#), [Somerset Community College](#), [Southeast Kentucky 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](http://www.kctcs.edu/distancelearning).

## **Administrative:**

Upon completion of this option, the student can:

1. Demonstrate basic accounting skills.
2. Use page composition software to create and publish documents.
3. Demonstrate an understanding of quality movement and the impact on office interaction and customer services.
4. Apply records management skills to store and retrieve records.
5. Use 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 program may be completed online 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](http://www.kctcs.edu/distancelearning) under student services.

<b>General Education:</b>	
ENG 101 Writing I	3
Second Writing Course approved by Program Coordinator	3
MT 105 Business Mathematics <b>OR</b>	3
MT 110 Applied Mathematics <b>OR</b>	(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
<b>Subtotal</b>	<b>24 - 25</b>

\*\*ACBSP accredited colleges must require Economics

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

## **ADMINISTRATIVE OPTION**

<b>Required:</b>	
ACT 101 Fundamentals of Accounting <b>OR</b>	3
Higher Level Accounting	(3)
OST 150 Transcription and Office Technology <b>OR</b>	3
Course Approved by Program Coordinator	(3)
OST 160 Records and Database Management <b>OR</b>	3
OST 230 Medical Records and Database Management	(3)

OST 215 Office Procedures <b>OR</b>	3
OST 217 Medical Office Procedures	(3)
OST 220 Administrative Office Simulations	3
OST 225 Introduction to Desktop Publishing	3
OST 295 Office Systems Technology Internship <b>OR</b>	3
COE 199 Cooperative Education	(2 – 3)
Course Approved by Program Coordinator	3
<b>Administrative Option Credit Hours</b>	<b>23 - 24</b>
<b>Total Credit Hours</b>	<b>62 - 64</b>
<b>OST AAS Administrative Option</b>	

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>