ASSOCIATE OF APPLIED SCIENCE DEGREE

OFFICE SYSTEMS TECHNOLOGY
ADMINISTRATIVE TRACK

Program Description

Thank you for your interest in the Associate of Applied Science Office Systems Administrative Track. The Office Systems Technology program is an integrated curriculum which prepares graduates at the certificate, diploma 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.

Home College

The following colleges offer this degree:

Ashland Community & Technical College
Big Sandy Community & Technical College
Bluegrass Community & Technical College
Elizabethtown Community & Technical College
Hopkinsville Community College
Jefferson Community & Technical College
Maysville Community & Technical College
Owensboro Community & Technical College
Somerset Community College
Southcentral Kentucky Community & Technical College
Southeast Kentucky Community & Technical College
West Kentucky Community & Technical College

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 http://www.kctcs.edu/Students/LearnByTerm.aspx.

Course Description

Outlines:

AAS
Office Systems Technology

General Education:

Course Prefix	Course Number	Course Title	Credit Hours
ENG	101	Writing I	3
MAT	105	Business Mathematics OR	3
MAT	110	Applied Mathematics OR	(3)
		Higher Level Quantitative Reasoning Course	(3)
		Heritage/Humanities	3
		Oral Communication Course	3
		Natural Sciences Course	3-4
		Social /Behavioral Sciences Course***	3
		General Education Credit Hours	**18-19**
Technical Core			
OST	105	Introduction to Information Systems	3
OST	215	Office Procedures	3
OST	110	Document Formatting and Word Processing	3
OST	160	Records and Database Management	3
OST	210	Advanced Word Processing Application	3
OST	240	Software Integration	3
OST	235	Business Communications Technology	3
OST	275	Office Management	3
		Technical Core Credit Hours	**24**

***Association of Collegiate Business Schools and Programs (ACBSP) accredited colleges must require Economics.

Administrative Track

Course Prefix	Course Number	Course Title	Credit Hours
ACT	101	Fundamentals of Accounting I OR	3
		Higher Level Accounting Course	(3)
OST	220	Administrative Office Simulation	3

OST	225	Introduction to Desktop Publishing	3
		Choose three courses (9 credit hours) approved by program coordinator from the following list:	
BAS	160	Introduction to Business	3
ENG	102	Writing II	3
BAS	120	Personal Finance	3
OST	255	Introduction to Business Graphics	3
OST	150	Transcription and Office Technology	3
OST	108	Editing Skills for the Office Professional	3
OST	272	Presentation Graphics	3
OST	250	Advanced Desktop Publishing	3
OST	295	Office Systems Technology Internship OR	3
COE	199	Cooperative Education	(3)
		Total Administrative Track Credit Hour	**18**
		Total Credit Hours OST AAS Administrative Track	**60-61**

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx
CALENDAR: http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx
CONTACTS: http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx
COURSES: http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx
FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx
GETTING STARTED: http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx
STUDENT TUTORIAL: http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx
KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/