



LEARN BY TERM

BUSINESS ADMINISTRATION SYSTEMS OFFICE SYSTEMS CERTIFICATE

Program Description

The Business Administration Systems Program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. The Business Administration Systems Program offers an Associate in Applied Science degree, diplomas and a variety of certificates in the areas of Accounting, Entrepreneurship, Finance, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Industrial Supervisor, Leadership, Management, Office Systems, Operations Management, Real Estate Management, Sales, Small Business Management, Team Leadership, Telecommunications Systems Management and Turf Grass / Landscaping Management. The Leadership Certificate enables the student to qualify for leadership positions, work effectively in teams, lead problem solving work groups, understand the conflict resolution processes and plan effectively.

List of Colleges

Ashland Community and Technical College, Big Sandy Community and Technical College, Southcentral Kentucky Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southeast Kentucky Community and Technical College and **West Kentucky Community and Technical College** offer this certificate.

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, only 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 <http://www.kctcs.edu/en/Students/LearnByTerm.aspx>.

BAS – Office Systems Certificate

Upon completion of this certificate, the graduate can:

1. Demonstrate an understanding of the operations 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 use of administrative office procedures with an emphasis on productivity.

Course Requirements

Here is a listing of the classes involved in this certificate. 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/en/Students/LearnByTerm.aspx> under student services.

<u>Course Prefix</u>	<u>Course Number</u>	<u>Office Systems Course Title</u>	<u>Credit Hours</u>
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 Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.

OST	150	Transcription and Office Technology	3
OST	160	Records and Database Management	3
OST	216	Selected Topics in Office Systems: (Topic)	1-3
OST	235	Business Communications Technology	3
OST	295	Office Systems Technology Internship OR	1-3
COE	199	Cooperative Education: (Business Technology) OR	(1-3)

BAS 280
OST 275

Business Internship
Office Management
Total Credits

(1-3)
3

18

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/>