CERTIFICATE
OFFICE SYSTEMS TECHNOLOGY
ADMINISTRATIVE

Program Description

Thank you for your interest in the Office Systems Technology Administrative Certificate. The Office Systems Technology program prepares students to work in an office environment of people, processes and technologies. 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.

Colleges

The following colleges offer this certificate: Bluegrass 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, West Kentucky Community & Technical College. One of these colleges must be 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, and, most importantly, awarding the certificate.

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/Students/Distance_Learning.aspx.

Course Requirements

This certificate requires the successful completion of ten classes or 30 credit hours. Below is listed a program guide for you to follow if you wish to earn an Office Systems Technology Administrative Certificate. You may want to print this and use as a "check-off" sheet as you complete courses. If you have any questions about the certificate or the requirements, please contact the Counselor at your Home College.

Medical Administrative Certificate

Required Courses		
Course Number	**Name**	**Credit Hours**
OST 108	Editing Skills for the Office Professional (OR)	3
ENG 101	Writing I	(3)
	Computer Literacy** (**Successfully passing the computer competency exam will satisfy this requirement. If the Computer competency exam is successfully completed, the student must take three (3) credit hours of coursework approved by the program coordinator.)	3
OST 213	Business Calculations for the office Professional (OR)	3
MT 105	Business Mathematics (OR) Higher level Math Course	(3)
OST 110	Document Formatting and Word Processing	(3)
OST 215	Office Procedures (OR)	3
OST 217	Medical Office procedures	(3)
OST 240	Software Integration (OR)	3
CIS 130	Microcomputer Applications	(3)
OST 235	Business Communications Technology	3
OST 160	Records and Database Management	3
ACT 101	Fundamental of Accounting I (OR) Higher Level Accounting Course	3 (3)
Choose one course (3 hours) from the following list		
OST 150	Transcription and Office Technology	3
OST 115	Input Technologies	3
OST 114	Computerized Financial Management	3
	Total Credit Hours	**30**

Helpful links:

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

Edited: June 2010