



## **CERTIFICATE OFFICE SYSTEMS TECHNOLOGY FINANCIAL RECORD KEEPER**

### **Program Description**

Thank you for your interest in the Office Systems Technology Financial Record Keeper Certificate. The Office Systems Technology program prepares students to work in an office environment of people, processes and technologies using a variety of office technology and computer-based applications (word processing, electronic mail, database, and spreadsheet). Job titles may include Administrative Assistant, Office Assistant, Office Manager and Financial Assistant. They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis.

### **Colleges**

This certificate is offered by the following colleges: [Bowling Green Technical College](#), [Big Sandy Community & Technical College](#), [Bluegrass Community & Technical College](#), [Gateway Community & Technical College](#), [Hopkinsville Community College](#), [Jefferson Community & Technical College](#), [Southeast Kentucky Community & Technical College](#), and [West Kentucky Community & Technical 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](http://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](http://www.kctcs.edu/Students/Distance_Learning.aspx).

## Course Requirements

The entire certificate may be completed online; however, some faculty may require onsite lab visits. This certificate requires the successful completion (33) credit hours.

Below is listed a program guide for you to follow if you wish to earn a Financial Record Keeper 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.

### **Financial Record Keeper Certificate**

<b>Required Courses</b>		
<i>Course Number &amp; Name</i>	<i>Credit Hours</i>	
Computer Literacy Course	3	
ACT 101 Fundamentals of Accounting I <b>OR</b> Higher Level Accounting Course	3 (3)	
OST 114 Computerized Financial Management <b>OR</b> Higher Level Accounting Course	3 (3)	
OST 108 Editing Skills for the Office Professional <b>OR</b> ENG 101 Writing I	3 (3)	
OST 110 Document Formatting and Word Processing	3	
OST 112 Financial Management <b>OR</b> Course Approved by Program Coordinator	3 (3)	
OST 160 Records and Database Management	3	
OST 213 Business Calculations for the Office Professional <b>OR</b> MT 105 Business Mathematics <b>OR</b> Higher Level Mathematics	3 (3) (3)	
OST 215 Office Procedures	3	
OST 240 Software Integration <b>OR</b> CIS 130 Microcomputer Applications	3 (3)	
<b>Total Credit Hours</b>		<b>30</b>

### Helpful links:

APPLICATION: [http://www.kctcs.edu/students/admissions/apply\\_online.aspx](http://www.kctcs.edu/students/admissions/apply_online.aspx)  
CALENDAR: [http://www.kctcs.edu/Students/Distance\\_Learning/Calendar.aspx](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](http://www.kctcs.edu/Students/Distance_Learning/Online_Courses.aspx)  
FINANCIAL AID: [http://www.kctcs.edu/Students/Costs\\_and\\_Financial\\_Aid.aspx](http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx)  
GETTING STARTED: [http://www.kctcs.edu/Students/Distance\\_Learning/Getting\\_Started.aspx](http://www.kctcs.edu/Students/Distance_Learning/Getting_Started.aspx)  
STUDENT TUTORIAL: [http://www.kctcs.edu/Students/Distance\\_Learning/Tutorials.aspx](http://www.kctcs.edu/Students/Distance_Learning/Tutorials.aspx)  
KCTCS COURSES AVAILABLE AT KYVC: <http://kyvc.org/>

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