

Office Systems Technology Administrative Assistant Diploma Implemented Fall 2012 (Term 4124)
 PROGRAM TOTAL CREDIT HOURS: 42 credit hours

Student Name: _____ Empl ID: _____

GENERAL EDUCATION REQUIREMENTS (6 HOURS)		Hrs.	Grade	Semester
OST 213	Business Calculations for the Office Professional OR	3		
MAT 105	Business Math OR	(3)		
	A Higher Level Quantitative Reasoning Course	(3)		
OST 108	Editing Skills for the Office Professional OR	3		
ENG 101	Writing I	(3)		
	Subtotal	6		

TECHNICAL COURSES REQUIRED (36 HOURS)		Hrs.	Grade	Semester
ACT 101	Fundamental of Accounting OR	3		
	Higher Level Accounting Course	(3)		
OST 105	Introduction to Information Systems	3		
OST 110	Document Formatting and Word Processing	3		
OST 160	Records and Database Management	3		
OST 210	Advanced Word Processing	3		
OST 215	Office Procedures	3		
OST 225	Introduction to Desktop Publishing	3		
OST 235	Business Communications Technology	3		
OST 240	Software Integration	3		
	*Choose course from list below	3		
	*Choose course from list below	3		
	*Choose course from list below	3		
	Subtotal	36		
	Total	42		

* Choose three courses (9 credit hours) from the following list:

- BAS 120 Personal Finance 3
- BAS 160 Introduction to Business 3
- ENG 102 Writing II 3
- OST 108 Editing Skills for the Office Professional 3
- OST 150 Transcription and Office Technology 3
- OST 250 Advanced Desktop Publishing 3
- OST 255 Introduction to Business Graphics 3
- OST 272 Presentation Graphics 3
- OST 295 Office Systems Technology Internship OR 3
- COE 199 Cooperative Education (3)

Suggested Course Sequence for completion in 3 semesters:

SEMESTER ONE (15-HOURS)

COURSE #

- ENG 101
- MAT 110
- OST 105
- OST 110
- OST 160

SEMESTER TWO (15 HOURS)

COURSE #

- ACT 101
- OST 210
- OST 215
- OST 240

Choose 3 credit hours from the approved list

SEMESTER THREE (12 HOURS)

COURSE #

- OST 225
- OST 235
- Choose 6 credit hours from approved list

Employment Opportunities:

A good resource for employment trends and salary information is the United States Department of Labor Bureau of Labor Statistics. It is recommended that you view the Occupational Outlook Handbook at their website <http://www.bls.gov/> .

Areas of study:

The Office Systems Technology Program offers an Administrative degree track, diplomas, and certificate options. Certificates can typically be completed within two semesters or less. Diplomas can typically be completed within three semesters. The AAS Degree Track can be completed within four semesters.

Coordinator's notes:

All required courses are either offered on-campus and/or online. All courses for the OST program can be completed online via KYVC.

Length of Program:

The actual time it takes to complete any of the credentials offered in the program depends on the background and needs of each individual student. Most students want to know "How long will it take for me to complete this program?". Some things to consider when determining how long it will take to complete the program includes the following: Do you have any completed or transfer coursework that can be used toward the credential? Do you have any development needs in reading, writing, or math? How many credit hours can you take each semester? All of these are variables in how long it will actually take to complete the program.

Admission Requirements:

This program has no special admission requirements. Please consult SCC's Admissions page for admission information <http://www.somerset.kctcs.edu/Admissions> .

For more information:

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This information should not be considered a substitute for the KCTCS catalog. You should always choose classes in cooperation with your faculty advisor to ensure that you meet all degree requirements. You can review the most up to date program information at the KCTCS catalog [http://www.kctcs.edu/en/Students/Programs and Catalog.aspx](http://www.kctcs.edu/en/Students/Programs%20and%20Catalog.aspx) .