Office Systems Technology Certificates:　　　　Implemented Fall 2012 (Term 4124)

Student Name: _____　　Empl ID: _____

Data Entry		Credits	Semester	Grade
OST 105	Introduction to Information Systems	3		
OST 110	Document Formatting and Word Processing	3		
	Total	**6**		

Receptionist		Credits	Semester	Grade
OST 105	Introduction to Information Systems	3		
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 160	Records and Database Management	3		
	Total	**12**		

Integrated Office Skills		Credits	Semester	Grade
OST 105	Introduction to Information Systems	3		
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(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 240	Software Integration	3		
	Total	**21**		

Administrative		Credits	Semester	Grade
ACT 101	Fundamentals of Accounting I OR	3		
	Higher Level Accounting Course	(3)		
OST 105	Introduction to Information Systems	3		
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 150	Transcription and Office Technology	3		
OST 160	Records and Database Management	3		
OST 213	Business Calculations for the Office Professional OR	3		
MAT 105	Business Mathematics OR	(3)		
	Higher Level Quantitative Reasoning Course	(3)		
OST 215	Office Procedures	3		
OST 235	Business Communications Technology	3		
OST 240	Software Integration	3		
	Total	**30**		

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 is 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:

Donna Logan

606.878.4758

donna.logan@kctcs.edu

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 .