BUSINESS ADMINISTRATION SYSTEMS
OFFICE SYSTEMS
DIPLOMA

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 Office Systems Diploma prepares the student with a broad base of knowledge and skills needed for a variety of positions in an office.

List of Colleges

Big Sandy Community & Technical College, Gateway Community and Technical College, Madisonville Community College and Somerset Community College offer this degree .

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 Diploma

Upon completion of this option, the graduate can:

1. Demonstrate the operation 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 administrative office procedures with an emphasis on productivity.

Course Requirements

Here is a listing of the classes involved in this degree. 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.

Program Title: Office Systems Diploma

Course Prefix	Course Prefix	Course Prefix	Course Prefix
General Education:			
Area1=			
ENG	101	Writing I OR	3
COM	181	Basic Public Speaking OR	(3)
COM	252	Introduction to Interpersonal Communication	(3)
Area 2=			
OST	213	Business Calculations for the Office Professional OR	3
ECO	101	Contemporary Economics OR	(3)
ECO	201	Principles of Microeconomics OR	(3)
ECO	202	Principles of Macroeconomics	(3)
		General Education Subtotal	**6**
Required Technical:			

CIS	100	Introduction to Computers OR	3	
OST	105	Introduction to Information Systems	(3)	
ACC	201	Financial Accounting OR	3	
ACT	101	Fundamentals of Accounting I AND	(3)	
ACT	102	Fundamentals of Accounting II	(3)	
BAS	160	Introduction to Business	3	
OST	110	Document Formatting and Word Processing	3	
OST	210	Advanced Word Processing Applications	3	
OST	213	Business Calculations for the Office Professional	3	
OST	215	Office Procedures	3	
OST	220	Administrative Office Simulations	3	
CIS	130	Microcomputer Applications and Development OR	3	
OST	240	Software Integration	(3)	
		Required Technical Subtotal		**27-30**

Choose 6 hours (not duplicated from the core) from the following Technical Courses. Students may select other courses as approved by the Office 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 Administration) OR	(1-3)	
BAS	280	Business Internship	(1-3)	
OST	275	Office Management	3	
		Approved Technical Courses		**6**
		Total Credits		**39-42**

*Students may select other courses approved by the Business Administration Program Coordinator.

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/

APPROVED:

REVISED: May 2003, May 2004, March 2005, December 2005, May 2007, March 2008; May 2009; January 2011, April 2011, March 2012

KCTCS

Kentucky Community & Technical College System