

**BUSINESS STUDIES
BUSINESS ADMINISTRATION
Office Systems
Certificate**

Academic Plan Code

5202013219

Academic Subplan Code

Contact Information: Tiffinee Morgan				
Tiffinee.Morgan@kctcs.edu		270-534-3397		
Student Name	Student ID#			
Course	Hours	Grade	Semester	
Required:				
OST 110 Document Formatting and Word Processing	3			
OST 210 Advanced Word Processing Applications	3			
OST 215 Office Procedures	3			
OST 220 Administrative Office Simulations	3			
Technical Courses:				
Choose 6 hours (not duplicated from the core) from the following Technical Courses. Students may select the 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 Administrative Office Technology Internship OR	1-3			
COE 199 Cooperative Education: (Business Administration) OR	(1-3)			
BAS 280 Business Internship	(1-4)			
OST 275 Office Management	3			
Total Credits	18			
Revised Date: 1/30/2017				

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester		
Course No.	Course Title	Credit Hours
OST 110	Document Formatting and Word Processing	3
OST 215	Office Procedures	3
	Approved Technical Course*	3
	Approved Technical Course*	3
Subtotal		12
Second Semester		
Course No.	Course Title	Credit Hours
OST 210	Advanced Word Processing Applications	3
OST 220	Administrative Office Simulations	3
Subtotal		6
Total Credits		18
Program Coordinator Notes:		