

**BUSINESS STUDIES
BUSINESS ADMINISTRATION
Office Systems
Diploma
5202014019**

Academic Plan Code
Academic Subplan Code

Contact Information: Tiffinee Morgan				
Tiffinee.Morgan@kctcs.edu		270-534-3397		
Student Name		Student ID#		
Course		Hours	Grade	Semester
Required Technical:				
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		
CIT 105 Introduction to Computers OR		3		
OST 105 Introduction to Information Systems		(3)		
CIT 130 Productivity Software OR		3		
OST 240 Software Integration		(3)		
BAS 280 Business Internship OR		1-4		
COE 199 Cooperative Education		(1-3)		
Required Technical Subtotal		28-34		
General Education:				
Area 1=				
ENG 101 Writing I OR		3		
COM 181 Basic Public Speaking OR		(3)		
COM 252 Introduction to Interpersonal Communication		(3)		
Area 2=				
Any Economics Course		3		
General Education Subtotal		6		
		Revised Date: 1/30/2017		

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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Course	Hours	Grade	Semester
Approved Technical Courses:			
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)	3		
OST 235 Business Communications Technology	3		
OST 295 Office Systems Technology Internship	3		
OST 275 Office Management	3		
Approved Technical Courses Subtotal	6		
Total Credits	40-46		

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First Semester		
Course No.	Course Title	Credit Hours
OST 110	Document Formatting and Word Processing	3
	Approved Technical Course	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
ENG 101	Writing I OR	3
COM 181	Basic Public Speaking OR	(3)
COM 252	Introduction to Interpersonal Communication	(3)
Subtotal		12
Second Semester		
Course No.	Course Title	Credit Hours
OST 210	Advanced Word Processing Applications	3
OST 213	Business Calculations for the Office Professional	3
	Approved Technical Course	3
CIT 130	Productivity Software OR	3
OST 240	Software Integration	(3)
BAS 160	Introduction to Business	3
Subtotal		15

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Third Semester		
Course No.	Course Title	Credit Hours
OST 215	Office Procedures	3
OST 220	Administrative Office Simulations	3
	Any Economics Course	3
ACC 201	Financial Accounting OR	3
ACT 101	Fundamentals of Accounting I AND	(3)
ACT 102	Fundamentals of Accounting II	(3)
BAS 280	Business Internship OR	1-4
COE 199	Cooperative Education	(1-3)
Subtotal		13-19
Total Credits		40-46