

# OFFICE SYSTEMS TECHNOLOGY

## What is Office Systems Technology?

What do executives, attorneys and administrators have in common? They all have great administrative assistants and office managers. If you are an organized person who likes to get things done, OCTC's Office Systems Technology program could be for you. This program will prepare you for working in an office environment where you can use technology to complete important projects. Graduates master word processing, desktop publishing, database management and other skills to make offices operate efficiently. Technical courses combined with general education courses will prepare you for today's workforce and a lifetime of learning.



## Job Outlook



Graduates may specialize in finance, administration, legal or other areas and work in a variety of office settings including government, business and industry. The average salary for an executive secretary is \$36,712 while the average salary for a human resources assistant is \$37,648.\* Wages vary and may be significantly higher than the average depending on the area of specialty.

\*Source: Kentucky Labor Market Information

## Recommended semester sequence

### 1st Semester

OST 105	Introduction to Information Systems	3
OST 110	Document Formatting and Word Processing	3
	Social/Behavioral Sciences Course	3
	MAT 105 <b>or</b> MAT 110 <b>or</b>	
	Higher Level Quantitative Reasoning Course	3
	English 101—Writing I	3

### 2nd Semester

OST 210	Advanced Word Processing	3
OST 215	Office Procedures	3
	Oral Communication Course	3
	Heritage/Humanities Course	3
	Required Course (English 102—Writing II recommended)	3

### 3rd Semester

OST 160	Records and Database Management	3
OST 225	Introduction to Desktop Publishing	3
OST 235	Business Communications Technology	3
ACT 101	Fundamentals of Accounting <b>or</b>	
	Higher-Level Accounting	3
	Required Course— (OST 295 or BAS 160 recommended)	3

### 4th Semester

OST 220	Administrative Office Simulations	3
OST 240	Software Integration	3
OST 275	Office Management	3
	Natural Sciences Course	3
	Required Course (OST 150—Transcription and Office Technology recommended)	3

\*Compass scores and keyboarding skills may change the sequence if other coursework is required.

For more information about the Office Systems Technology program, contact Lauren McCrary at 270-686-4593 or lauren.mccrary@kctcs.edu.

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