

## FACT SHEET

NAME OF PROGRAM: Office Systems Technology  
LOCATION: Danville, Lawrenceburg, and Leestown  
DATE FORM COMPLETED: August 11, 2008

### PROGRAM DESCRIPTION

The Office Systems Technology program prepares students to work in an office environment of people, processes, and technologies. Job titles may include Administrative Assistant, Office Assistant, Office Manager, Desktop Publishing, and Financial Assistant. These personnel use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, database, and spreadsheet). They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis. Technical courses combined with general education courses prepare students for today's workforce and provide a basis for lifelong learning, a necessity for the workforce of the future. Students select an area of specialty from the following options: financial assistant, administrative, and desktop publishing. All associate degree and diploma-seeking students must complete supervised work experience in an office prior to graduation. Program graduates are employed in professional offices, education, government, businesses, and industries. Students entering this program will need basic computer skills and keyboarding skills. Those skills may be obtained through OST 105 (Introduction to Information Systems) or a comparable computer literacy course and OST 100 (Keyboarding) and OST 101 (Keyboarding & Introduction to Document Formatting).

### ASSISTANT DEAN: Jenny Jones

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PHONE: 859-246-

### COORDINATOR: Sharon Breeding

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PHONE: 859-256-6812

PROGRAM ENROLLS STUDENTS: SPRING, FALL or BOTH (Please underline)  
Faculty wishes to be contacted via phone or e-mail or both (Please underline)

### Regency Campus:

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### Lawrenceburg:

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### Information for summer advising for coordinators

Can the college contact you via e-mail or phone? Yes No

Will you reply to students' e-mails or phone calls?      Yes      No

Email would be best to reach me.

Are there specific courses the student can take for your program that they can be enrolled in for the summer or fall semester if you can not be reached? Please list.

1. Writing I or Writing II
2. Social Interaction
3. Humanities Course
4. Oral Communications
5. Introduction to Computers
6. Natural Science Course
7. Business Mathematics (transferrable) or College Algebra

List pertinent information for the program that may be helpful for students? Please provide below.

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