



**Department of Management, Marketing and  
Administrative Communication  
College of Business & Technology**

# Office Systems and Technologies (A.A.S.)

## Finding Your Niche

When executives are asked which skills they seek in professional employees, studies report that written and oral communication skills rank at the top. In fact, employers often judge a person's intelligence by the way he or she writes and speaks. As professionals advance in an organization, communication skills become even more important. Preparing documents for communication is also a critical skill as organizations are often represented by their correspondence and company documents. A degree in Office Systems and Technologies helps you gain the competitive edge to find your niche in the workplace through effective communication, technical, and administrative skills.

## Considering Career Opportunities

Changing technology and the global business environment have created a need for life-long learning in the workplace. Recent statistics indicate that billions of dollars are spent annually in the United States on employee training. Graduates of the Office Systems and Technologies associates program are prepared for immediate office employment. Employment opportunities from this program are expected to increase well into the next century. The Office Systems and Technologies degree program prepares you for careers as an office manager, administrative assistant, executive assistant, administrative associate, executive secretary, and secretary.

You may also use your associate degree as a foundation to earn a bachelor's degree in a related business field. The two most closely related degrees are the Bachelor of Business Administration Degree in Corporate Communication and Technology and the Bachelor of Science Degree in Business and Marketing Education.

## Getting Started for Success

An Associate of Applied Science Degree in Office Systems and Technologies enables you to obtain career training within two years of full-time study. All classes are taught by professionally and academically qualified faculty. Learning is viewed as a hands-on process as skills are developed through practical business applications.

## Staying the Course

Students are encouraged to interact with faculty both in and out of the classroom. Faculty serve as advisors to students in the Office Systems and Technologies program, and graduates of these programs have rated these services as very helpful. Students may also choose to participate in Phi Beta Lambda, an active business student organization sponsored by CCT faculty. Throughout your program, you will find faculty members who are accessible and willing to help, computer labs that are state-of-the-art, and activities that are structured to provide additional professional experiences outside of the traditional classroom.

### Suggested First Semester/First Year

BTO 100	Academic Orientation	1
ENG 101	English Composition	3
CCT 101	Entrepreneurship	3
CMS 100	Intro to Human Comm	3
Gen. Ed.	Humanities	3
CCT 106	Electronic Data Input	1
<b>Total Hours:</b>		<b>14</b>

## For More Information

Office of Admissions  
SSB CPO 54  
Eastern Kentucky University  
521 Lancaster Avenue  
Richmond, KY 40475-3102  
800-465-9191  
859-622-2106  
www.eku.edu

Department of Management, Marketing and  
Administrative Communication  
011 Business & Technology Center  
Eastern Kentucky University  
521 Lancaster Avenue  
Richmond, KY 40475-3102  
859-622-1377

www.management.eku.edu  
www.management.eku.edu/faculty.html  
http://www.people.eku.edu/AwangF/ACSProg/ACSDDefault.htm

### Related websites:

www.iaap-hq.org  
www.osra.org  
www.smartbiz.com  
www.albion.com/netiquette/index.html  
www.census.gov  
www.computerworld.com



# University requirements for: **Office Systems and Technologies (A.A.S.)**

## **Total Required Courses University Requirements (1 hour)**

BTO 100 (Academic Orientation).

## **General Education Requirements (15 hours)**

English Composition I and II, three hours of Humanities, three hours of Math or Science, and Introduction to Human Communication.

## **Business/Supporting Course Requirements (16 hours)**

Introduction to Financial and Managerial Accounting, Financial Accounting Cycle, Legal and Ethical Environments of Business, and Principles of Economics I or II or Cooperative Study (Principles of Economics I and II are required for the Bachelor of Business Administration degree).

## **Major Requirements (28 hours)**

Entrepreneurship, Electronic Data Input, Word Processing Applications, Professional Communication, Integrated Office Software, Office Procedures and Administration, Office Systems Applications, Desktop Publishing for the Business Office, Office Systems Management and Support, and International Business Communication.

## **Free Electives (4 hours)**

## **Total Curriculum Requirements (64 hours)**

## **EASTERN KENTUCKY UNIVERSITY**

As you consider where you'll pursue your studies, Eastern Kentucky University encourages you to ask yourself, "What do I want to do with my life?" and "Who can help me reach that destination?"

Before we tell you about EKU, let's focus on your needs. What are you looking for in a college or university?

- Renowned, accessible professors; low student/faculty ratio
- State-of-the-art facilities
- Extensive curriculum
- Wide network of campus organizations
- Affordable cost
- Inviting campus

Achieving your goals depends on the quality of the faculty and curriculum at the school you choose to attend. Every college and university touts facilities, but few can match the accolades of our faculty. At EKU you'll reach beyond the borders of classroom discussion to hands-on experience and networking opportunities with experts in the field.

EKU graduates are world leaders in areas as diverse as international business and homeland security; local, state and national government; as well as drama and law. Campus facilities, such as the Studio for Academic Creativity, which is designed to enhance research, writing, and presentation skills, and our new state-of-the-art science building, ensure our students of exposure to technologies vital to real world success.

### **We hope you'll see that from our view there no limitations, just possibilities.**

- A comprehensive, public university serving more than 16,000 students.
- Undergraduate and graduate excellence through 168 associate, baccalaureate, master's, specialist and cooperative doctoral programs.
- Quality and diversity in faculty and staff.
- Student/professor ratio of 17:1.
- 66-acre main campus in Richmond, regional campuses in Corbin, Danville, Lancaster and Manchester, and higher education centers throughout the Commonwealth.

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin, or Vietnam era or other veteran status, in the admission to, or participation in, any education program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 409, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.