

Office Systems Technology

The program prepares students to work in an office environment with responsibilities in word processing, desktop publishing, and other computer-based applications. Curriculum is integrated and students can select an area of specialty that includes finance, legal, medical, administrative, and desktop publishing. According to the Bluegrass Occupational Outlook published by the state Education and Workforce Development Cabinet, the greatest number of annual job openings through 2018 will be in Office and Administrative Support Occupations. Students pursuing the associate degree or diploma options will complete a supervised work experience that allows students to gain practical knowledge and experience. Graduates may sit for the Certified Professional Secretary Examination, Certified Administrative Professional Examination, or the Microsoft Office Specialists Certification.



Bluegrass Occupational Outlook

Career	Average Wage (2010)
Administrative Assistant	\$12.43-16.90
Desktop Publisher	\$17.89

Degree Offered

The following degree is offered for this program at the Newtown and Lawrenceburg campuses:
Associate in Applied Science (A.A.S.)
Diploma
Certificate

bluegrass.kctcs.edu

