

OFFICE ASSISTANT - DIPLOMA

Offered at: Big Sandy Community and Technical College, Maysville
Community and Technical College

Program Plan Number: 5204024039

May be available completely online. Please check with your academic advisor.

| Course | Title | Credits |
|---|---|-----------|
| General Education | | |
| ENG 101 | Writing I | 3 |
| Select one of the following three options: | | 3 |
| MAT 105 | Business Mathematics | |
| OST 213 | Business Calculations for The Office Professional | |
| Higher Level Quantitative Reasoning Course | | |
| Subtotal | | 6 |
| Technical Courses | | |
| OST 105 | Introduction to Information Systems | 3 |
| OST 110 | Word Processing Applications | 3 |
| OST 160 | Records and Database Management | 3 |
| OST 210 | Advanced Word Processing Applications | 3 |
| OST 215 | Office Procedures | 3 |
| OST 235 | Business Communications Technology | 3 |
| OST 240 | Advanced Microsoft Applications | 3 |
| OST 295 | Administrative Office Technology Internship | 3 |
| or COE 199 | Cooperative Education: (Topic) | |
| Select two of the following six course options: | | 6 |
| BAS 120 | Personal Finance | |
| BAS 160 | Introduction to Business | |
| ENG 102 | Writing II | |
| MIT 103 | Medical Office Terminology | |
| OST 150 | Transcription and Office Technology | |
| OST 225 | Introduction to Desktop Publishing | |
| Subtotal | | 30 |
| Total Credits | | 36 |