

Maysville Community & Technical College

Program Name: *Administrative Office Technology – Administrative Track*

AAS Degree

Program Coordinator: *Missy Bishop*

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Academic Plan Code: *5204027039* Admin Track Academic Plan Code: *520402701* Academic Prgm Code: *5204027039*

Total Technical/General Education Credit Hours: 60-61

Available Completely Online

Prerequisite Information: Basic computer skills and keyboarding skills.

General Education		Credit Hours	Semester Taken
ENG 101	Writing I	3	
Choose One	Oral Communications Course	3	
Choose One	Heritage/Humanities Course	3	
Choose One	Social/Behavioral Sciences Course	3	
Choose One	Natural Science Course	3-4	
Choose One	Business Mathematics	3	
MAT 105	Applied Mathematics	(3)	
MAT 110	Higher Level Quantitative Reasoning Course	(3)	
Total		18-19	

Technical Core		Credit Hours	Semester Taken
OST 105	Intro. To Information Systems	3	
OST 215	Office Procedures	3	
OST 110	Doc Formatting & Word Proc	3	
OST 160	Records and Database Mgmt	3	
OST 210	Adv Word Processing App	3	
OST 240	Software Integration	3	
OST 235	Business Communications Tech	3	
OST 275	Office Management	3	
Total		24	

Administrative Track		Credit Hours	Semester Taken
ACT 101	Fundamentals of Acct I OR Higher Level Accounting Course	3 (3)	
OST 220	Admin Office Simulations	3	
OST 225	Intro to Desktop Publishing	3	
OST 295	Office Systems Technology Internship OR	3	
COE 199	Cooperative Education	(3)	
Choose Two	(6 credit hours)		
BAS 160	Introduction to Business	3	
ENG 102	Writing II	3	
BAS 120	Personal Finance	3	
OST 255	Intro. To Business Graphics	3	
OST 150	Transcription and Office Tech	3	
OST 108	Editing Skills for the Off. Prof.	3	
OST 272	Presentation Graphics	3	
OST 250	Advanced Desktop Publishing	3	
	Elective approved by Program Coordinator	3	
Total		18	
Total Credit Hours AOT AAS Administrative Track 60-61			

Notes:

Required minimum ACT, TABE, KYOTE or COMPASS scores

	Math	Reading	Writing
ACT	18	20	18
COMPASS	31 (Algebra)	85	74
KYOTE	18-21	--	--
TABE	--	12.2-12.9	12.8-12.9

Student Scores	Math	Reading	Writing

Upon completion of the Technical Core, the student can:

1. Demonstrate spelling, grammar, punctuation, word usage, and proofreading skills.
2. Use current software including operation systems, database, spreadsheet, word processing, presentation, and voice recognition.
3. Perform search strategies, evaluate information, and retrieve pertinent information using the internet and the World Wide Web.
4. Demonstrate a basic understanding of office management principles.
5. Key and format business letters, memos, reports, and tables.
6. Compose written, oral, and electronic business communications.
7. Process incoming and outgoing mail.
8. Apply records management skills and retrieve records.
9. Use administrative office procedures with an emphasis on productivity.

Upon completion of the Administrative track, the student can:

1. Demonstrate basic accounting skills.
2. Use page composition software to create and publish documents.
3. Demonstrate an understanding of quality movement and the impact on office interaction and customer services.

Progression in the Administrative Office Technology program is contingent upon achievement of a grade of "C" or better in all OST courses.

Maysville Community and Technical College offers the Office Systems Technology Program with the following options: Administrative Option (two-year) A.A.S. degree, Administrative Assistant Diploma, Office Assistant Diploma, Administrative Certificate, Data Entry Operator Certificate, Financial Assistant Clerk Certificate, Financial Assistant Trainee Certificate, Integrated Office Skills Certificate, Legal Receptionist Certificate, and Receptionist Certificate.

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More detailed and updated information may be available at www.maysville.kctcs.edu

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