

# Maysville Community & Technical College

**Program Name:** *Administrative Office Technology – Administrative Track*

*AAS Degree*

**Program Coordinator:** *Debra Morris*

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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

**Prerequisite Information:** Basic computer skills and keyboarding skills.

General Education (18-19 credit hours)		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 Applied Mathematics Higher Level Quantitative Reasoning Course	3	
MAT 105		(3)	
MAT 110		(3)	

Technical Core (24 credit hours)		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	

Administrative Track (18 credit hours)		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	

**Notes:**

1. Required minimum ACT, TABE, KYOTE or COMPASS scores

	Math	Reading	Writing
ACT	19	20	18
COMPASS	ALG 25	85	74
KYOTE	CA 14 or higher	N/A	N/A
TABE	N/A	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.

Maysville Community and Technical College offers the Office Systems Technology Program with the following options: Administrative Track—two year A.A.S. degree, Administrative Assistant Diploma, Office Assistant Diploma, Administrative Certificate, Data Entry Operator Certificate, and the Receptionist Certificate.