ADMINISTRATIVE OFFICE TECHNOLOGY - AAS

Offered at: Maysville Community and Technical College

Program Plan Number: 5204027039

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	
MAT 110	Applied Mathematics	
Higher Level Quantitative Reasoning Course		
Heritage/Humanities		3
Oral Communications Course		3
Natural Sciences Course		3-4
Social/Behavioral Science Course [1]		3
Subtotal		18-19
Technical Core		
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 275	Office Management	3
Subtotal		24
General Education and Technical Core Subtotal		42-43

Students must complete one of the tracks listed below to complete the AAS requirements.

[1] Association of Collegiate Business Schools and Programs (ACBSP) accredited colleges must require Economics.

Administrative Management Track

Offered at: Elizabethtown Community and Technical College, Maysville Community and Technical College

Program Plan Number: 520402701

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

Course	Title	Credits
Required		
General Education and Technical Core Subtotal		42-43
ACT 101	Fundamentals of Accounting I	3
or ACC 201	Financial Accounting	
OST 220	Administrative Office Simulations	3
OST 225	Introduction to Desktop Publishing	3
OST 295	Administrative Office Technology Internship	3
or COE 199	Cooperative Education: (Topic)	
Select two of the following seven options:		6
BAS 120	Personal Finance	
BAS 160	Introduction to Business	
ENG 102	Writing II	
MIT 103	Medical Office Terminology	
OST 108	Editing Skills for Office Professionals	
OST 150	Transcription and Office Technology	
Elective course approved by Program Coordinator		
Total Credits		**60-61**

Desktop Publishing Track

This program is not currently offered at a KCTCS College.
Program Plan Number: 520402704

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

Course	Title	Credits
Required		
General Education and Technical Core Subtotal		42-43
OST 130	Typography	3
OST 220	Administrative Office Simulations	3
OST 225	Introduction to Desktop Publishing	3
OST 250	Advanced Desktop Publishing	3
OST 255	Introduction to Business Graphics	3
OST 272	Presentation Graphics	3
OST 295	Administrative Office Technology Internship	2-3
or COE 199	Cooperative Education: (Topic)	
Total Credits		**62-64**

Financial Assistant Track

This program is not currently offered at a KCTCS College.
Program Plan Number: 520402703

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

Course	Title	Credits
Required		
General Education and Technical Core Subtotal		42-43
Select one of the following two options:		6
ACT 101 & ACT 102	Fundamentals of Accounting I and Fundamentals of Accounting II	
ACC 201 & ACC 202	Financial Accounting and Managerial Accounting	
ACT 279	Computerized Accounting Systems	3
OST 295	Administrative Office Technology Internship	3

or COE 199	Cooperative Education: (Topic)	
Select two of the following eight options:		6
ACT 196	Payroll Accounting	
BAS 120	Personal Finance	
BAS 160	Introduction to Business	
ENG 102	Writing II	
MIT 103	Medical Office Terminology	
OST 112	Financial Management	
OST 213	Business Calculations for The Office Professional	
OST 225	Introduction to Desktop Publishing	
Total Credits		**60-61**

Legal Administrative Track

This program is not currently offered at a KCTCS College.
Program Plan Number: 520402705

Course	Title	Credits
Required		
General Education and Technical Core Subtotal		42-43
Select one of the following two options:		6
ACT 101 & ACT 102	Fundamentals of Accounting I and Fundamentals of Accounting II	
ACC 201 & ACC 202	Financial Accounting and Managerial Accounting	
ACT 279	Computerized Accounting Systems	3
BAS 267	Introduction to Business Law	3
OST 109	Legal Terminology	3
OST 221	Legal Office Simulation	3
Select one of the following three options:		3
MIT 103	Medical Office Terminology	
CLA 131	Medical Terminology from Greek and Latin	
AHS 115	Medical Terminology	
Total Credits		**63-64**