

Administrative Office Technology (curriculum effective Jan 2016)

Associate of Applied Science degree - Administrative Track

Academic Plan Code: **520402701**

Name	Student ID Number	Date Entered:	
Address	Phone:	Proposed Graduation Date:	
	Email:		
Student Signature:			Date:
Advisor Signature:			Date:

Remedial Courses As Needed	Grade	Semester Taken	Advisor: Robert Smith Program Coordinator Office Systems Technology Technology Center Office No. 124 P. O. Box 2100, 720 North Drive Hopkinsville, KY 42241-2100 (270) 707-3892 Email: rsmith0527@kctcs.edu
010 RDG / 020 RDG / 030 RDG Reading Courses			
ENC 90 - Foundations of College Writing I			
ENC 91 - Foundations of College Writing II			
MAT 55 - Pre-Algebra			
MAT 65 - Basic Algebra			
GEN 102 - Foundations of Learning			

General Education Courses	Credit Hours	Grade	Semester Taken
ENG 101 - Writing I	3		
MAT 105(MAT110) - Mathematics OR MAT 126	3		
COM 252(COM181) - Interpersonal Communications	3		
Natural Science Course	3		
Heritage/Humanities course	3		
Social Interaction Course	3		
Total Gen. Ed. Semester Hours	18		

Office Systems Technology Courses Administrative Option	Credit Hours	Grade	Semester Taken
CIT 105 - Introduction to Computers or OST 105	3		
OST215 - Office Procedures	3		
OST 110 - Document Formatting and Word Processing	3		
OST 160 - DatabaseManagement	3		
OST 210 - Advanced Word Processing	3		
CIT 130 - Productivity Software or OST 240	3		
OST 235 - Business Communications Tech.	3		
OST 275 - Office Management	3		

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OST 225 - Desktop Publishing	3		
ACT 101 - Fundamentals of Accounting I	3		
OST 220-Administrative Office Simulation	3		
OST 295 - Office Internship	3		
2-Approved electives	6		
Total Office Systems Tech. Semester Hours	42		
Total Semester Hours Required for AAS degree	60		