

Associate in Applied Science

Administrative Office Technology

Administrative Management Track



Name	Empl. ID	Date Entered	Date Grad

DEVELOPMENTAL COURSES AS NEEDED	Credit	Res	Tr	Notes
RDG 20/100	3-6			
ENC 90/100	2-5			
MAT 55/61	3-4			

First Semester	Credit	Res	Tr	Notes
CIT 105 Introduction to Computers <i>OR</i> OST 105 Introduction to Information Systems	3			
ENG 101 Writing I	3			
OST 110 Document Formatting and Word Processing	3			Requires consent of instructor (OST 101 equivalent skills)
Quantitative Reasoning Course (MAT 105, MAT 110, or higher-level Quantitative Reasoning course)	3			
Social and Behavioral Science Course	3			
TOTAL SEMESTER CREDIT HOURS	15			

Second Semester	Credit	Res	Tr	Notes
OST 160 Records and Database Management	3			Prereq: OST 105
OST 210 Advanced Word Processing Applications	3			Prereq: OST 110
OST 215 Office Procedures	3			Prereq/Coreq: OST 110
Natural Sciences Course	3			
Program Approved Course (see list below)	3			
TOTAL SEMESTER CREDIT HOURS	15			

Third Semester	Credit	Res	Tr	Notes
OST 225 Introduction to Desktop Publishing	3			Prereq: (OST 105 & OST 110) or instructor consent
OST 235 Business Communications Technology	3			Prereq: (ENG 101 or OST 108) & OST 110
CIT 130 Productivity Software <i>OR</i> OST 240 Software Integration	3			Prereq for CIT 130: CIT 105 Prereq for OST 240: OST 105
Accounting Course	3			
Program Approved Course (see list below)	3			
TOTAL SEMESTER CREDIT HOURS	15			

Fourth Semester	Credit	Res	Tr	Notes
OST 220 Administrative Office Simulation	3			Prereq: OST 215, OST 240 or CIT 130 or consent of instructor
OST 275 Office Management	3			
OST 295 Office Systems Technology Internship	3			Prereq: instructor consent
Heritage/Humanities Course	3			
Oral Communication Course	3			
TOTAL SEMESTER CREDIT HOURS	15			
DEGREE TOTAL	60			

Choose 6 hours from the following program-approved courses:	Credit	Res	Tr	Notes
BAS 120 Personal Finance	3			Prereq: MAT 55
BAS 160 Introduction to Business	3			
ENG 102 Writing II	3			Prereq: ENG 101
OST 108 Editing Skills for Office Professionals	3			
OST 150 Transcription and Office Technology	3			
OST 250 Advanced Desktop Publishing	3			Prereq: OST 225
OST 255 Introduction to Business Graphics	3			Prereq: OST 105 or OST 225 or instructor consent
OST 272 Presentation Graphics	3			Prereq: OST 105

This Student Planning Sheet is the suggested sequence of courses; however, due to availability of courses, students may take courses out of sequence as long as prerequisites are met. Students are encouraged to see their assigned advisor for specific requirements.

Progression in the program is contingent upon achievement of a grade of “C” or better in all CIT/OST courses.

For a list of KCTC general education classes in each category, go to [KCTCS Catalog \(https://kctcs.edu/education-training/course-catalog/2018-2019-KCTCS-Catalog.pdf pp. 76-80\)](https://kctcs.edu/education-training/course-catalog/2018-2019-KCTCS-Catalog.pdf).
Or KCTCS Homepage (www.kctcs.edu)> degrees & training> 2018-19 catalog> pp. 76-80.

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