

Administrative Office Professional

Associate in Applied Science

Program Code: ADOP.AAS/52.0401

Credits Required: 63

Division: Math, Science & Business Technology

Contact: MSBT@kckcc.edu

Accreditation: Accreditation Council for Business Schools and Programs (ACBSP)

This two-year program prepares students for an administrative office professional's position. Besides possessing a mastery of office skills, the administrative office professional must know about business organization and policies which are included in the course of study. Enrollees must complete one semester of on-the-job training. Students who have scored 500 or higher on the CAP® Exam may receive academic credit hours from KCKCC. Contact the Administrative Office Professional Coordinator for more information. Any deviation from the program must be approved by the Dean of Math, Science, & Business Technology.

Requirements for admission to the program:

- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
BUSN 0110	Business Math**	3
PSYC 0101 OR ECON 0201	Psychology* OR Principles of Macroeconomics	3
	Humanities Elective OR Natural and Physical Science Elective	3
Total Hours for General Education Requirements		18

*See course syllabus for prerequisite.

**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Administrative Office Professional Requirements*

Course		Credit Hours
BUSN 0124	Accounting Software Application	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
BUSN 0108	Human Relations in Business	3
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Applications I-II: (Advanced Word)	2
BUSN 0250	Obtaining Employment	1
BUSN 0267	Supervision Skills	2
BUSN 0285	Occupational Internship I	3
BUSN 0292	Current Topics in Supervision & Management: Meeting & Event Planning	3
BUSN 1151	Basic Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding I	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2251	Office Simulations	3
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: (Spreadsheets)	3
Total Hours for Administrative Office Professional Requirements		44
*See course syllabi for Administrative Office Professional course prerequisites.		

Total Hours for an Associate in Applied Science in Administrative Office Professional Degree	63
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