

# Maysville Community & Technical College

Program Name: *Administrative Office Technology –AOT Administrative*

*Certificate*

Program Coordinator: *Missy Bishop*

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Academic Plan Code: 5204023039

Academic Program Code: 5204027039

Total Technical/General Education Credit Hours 30

## Available Completely Online

### Prerequisite Information:

General Education		Credit Hours	Semester Taken
Choose One OST 108 ENG 101	Editing Skills for Off Prof Writing I	3 (3)	
OST 105	Intro to Information Systems	3	
Choose One OST 213 MAT 105	Bus Calculations for Off Prof Business Mathematics Higher Level Quantitative Reasoning Course	3 (3) (3)	
Total		9	

Technical Requirements		Credit Hours	Semester Taken
OST 110	Doc Formatting & Word Proc	3	
OST 215	Office Procedures	3	
OST 240	Software Integration	3	
OST 235	Bus Communications Tech	3	
OST 160	Records & Database Mgmt	3	
ACT 101	Fundamentals of Accounting I OR Higher Level Acctg Course	3 (3)	
OST 150	Transcription and Office Tech	3	
Total		21	
Total Credit Hours AOT Administrative Certificate 30			

### Notes:

1. Good keyboarding skills needed for OST 105.
2. Can complete the OST certificates first (see checksheets).
3. Requires minimum ACT, TABE, KYOTE, or COMPASS scores.

	Math	Reading	Writing
ACT	18	20	18
COMPASS	31 (Algebra)	85	74
KYOTE	18-21	--	--
TABE	--	12.2-12.9	12.8-12.9

Student Scores	Math	Reading	Writing

### Upon completion of this certificate, the student can:

1. Use a computer system to produce accurate documents in a specified amount of time.
2. Demonstrate spelling, grammar, punctuation, word usage, and proofreading skills.
3. Transcribe documents accurately in a reasonable amount of time.
4. Apply records management skills to store and retrieve records.
5. Demonstrate basic accounting skills.
6. Demonstrate an understanding of office technology concepts and applications.
7. Use current software including operating systems, database, spreadsheet, word processing, presentation, and voice recognition.
8. Use administrative office procedures with an emphasis on productivity.
9. Exhibit effective human relations skills, initiative, and a professional attitude.
10. Perform search strategies and evaluate information using the internet and the World Wide Web.
11. Communicate effectively using standard written English.
12. Communicate in clear oral and non-verbal fashion and employ active listening skills.
13. Demonstrate basic skills in computer operations and/or software applications.
14. Organize, analyze, and make information useful by employing mathematics.
15. Develop and perform basic search strategies and access information in a variety of formats, print and non-print.
16. Analyze, summarize, and interpret a variety of reading materials.
17. Think critically and make connections in learning across the discipline.
18. Demonstrate an awareness of ethical consideration in making value choices.

**Progression in the Administrative Office Technology program is contingent upon achievement of a grade of "C" or better in all OST courses.**

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