

Maysville Community & Technical College

Program Name: **Administrative Office Technology – AOT Data Entry Operator**

Certificate

Program Coordinator: *Missy Bishop*

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Academic Plan Code: 5204023079

Academic Program Code: 5204027039

Total Technical/General Education Credit Hours 6

Available Completely Online

Prerequisite Information:

Technical Courses		Credit Hours	Semester Taken
OST 110	Doc Formatting & Word Proc	3	
OST 105	Introduction to Inform. Systems	3	
Total Credit Hours AOT Data Entry Operator Certificate 6			

Data Entry Operator:

Upon completion of this certificate, the student can:

1. Use a computer system to produce accurate documents in a specified amount of time.
2. Use current software including operating systems, database, spreadsheet, word processing, and presentation.

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

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, Financial Assistant Clerk Certificate, Financial Assistant Trainee Certificate, Integrated Office Skills Certificate, Legal Receptionist Certificate, and Receptionist Certificate.

Student Scores	Math	Reading	Writing