

# Maysville Community & Technical College

Program Name: *Administrative Office Technology –AOT Financial Assistant Clerk*

*Certificate*

Program Coordinator: *Missy Bishop*

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Academic Plan Code: 5204023129

Academic Program Code: 5204027039

Total Technical/General Education Credit Hours 18

Available Completely Online

## Prerequisite Information:

<i>Requirements</i>		Credit Hours	Semester Taken
OST 105	Introduction to Information Systems	3	
OST 108 ENG 101	Editing Skills for the Office Professional OR Writing I	3 (3)	
ACT 101	Fundamentals of Accounting I OR Higher Level Acctg Course	3 (3)	
OST 110	Doc Formatting & Word Proc	3	
OST 160	Records & Database Mgmt	3	
OST 213 MAT 105	Business Calculations for the Office Professional OR Business Mathematics OR Higher Level Quantitative Reasoning Course	3 (3)	
Total Credit Hours		18	

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.

## 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

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More detailed and updated information may be available at [www.maysville.kctcs.edu](http://www.maysville.kctcs.edu)

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