

Maysville Community & Technical College

Program Name: *Administrative Office Technology –AOT Integrated Office Skills*

Certificate

Program Coordinator: Missy Bishop

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Academic Plan Code: 5204023059

Academic Program Code: 5204027039

Total Technical/General Education Credit Hours 21

Available Completely Online

Prerequisite Information:

<i>Requirements</i>		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	
OST 110	Doc Formatting & Word Proc	3	
OST 160	Records & Database Mgmt	3	
OST 210	Advanced Word Processing Applications	3	
OST 215	Office Procedures	3	
OST 240	Software Integration	3	
	Total	21	

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