

Maysville Community & Technical College

Program Name: Administrative Office Technology – AOT Administrative Assistant

Diploma

Program Coordinator: Missy Bishop

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Academic Plan Code: 5204027039 Admin Assist Academic Plan Code: 5204024019 Academic Pgm Code: 5204027039

Total Technical/General Education Credit Hours 41-42

Available Completely Online

Prerequisite Information:

General Education		Credit Hours	Semester Taken
Choose One OST 108 ENG 101	Editing Skills for Office Prof Writing I	3 (3)	
Choose One OST 213 MAT 105	Bus Calculations for Office Prof Business Mathematics Higher Level Quantitative Reasoning Course	3 (3) (3)	
Total		6	

Technical Courses		Credit Hours	Semester Taken
OST 105	Intro. To Information Systems	3	
ACT 101	Fundamentals of Accounting I OR higher level course	3 (3)	
OST 110	Doc Formatting & Word Proc	3	
OST 160	Records and Database Mgmt	3	
OST 210	Advanced Word Processing	3	
OST 215	Office Procedures	3	
OST 225	Intro to Desktop Publishing	3	
OST 235	Business Communications Tech	3	
OST 240	Software Integration	3	
OST 295	Office Systems Technology Internship OR	3	
COE 199	Cooperative Education	(3)	
Choose Two	(6 credit hours)		
BAS 160	Introduction to Business	3	
ENG 102	Writing II	3	
BAS 120	Personal Finance	3	
OST 255	Intro. To Business Graphics	3	
OST 150	Transcription for Office Tech	3	
OST 108	Editing Skills for the Off. Prof.	3	
OST 272	Presentation Graphics	3	
OST 250	Advanced Desktop Publishing	3	
Total		35-36	
Total Credit Hours AOT Diploma Administrative Assistant 41-42			

Notes:

Required 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

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.