

Maysville Community & Technical College

Program Name: Administrative Office Technology – AOT Office Assistant

Diploma

Program Coordinator: Missy Bishop

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Academic Plan Code: 5204027039 Office Asst 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 | |
| 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 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 | 30 | |
| Total Credit Hours for AOT Diploma Office Assistant | | 36 | |

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 |
|----------------|------|---------|---------|
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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.