

Maysville Community & Technical College

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

**This certificate does not qualify for financial aid and it must be taken with the A.A.S. Degree.*

Program Coordinator: *Debra Morris*
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Academic Plan Code: 5204023079 **Academic Program Code:** 5204027039

Total Technical/General Education Credit Hours 6

Prerequisite Information:

Technical Courses (6 Credit Hours)		Credit Hours	Semester Taken
OST 110	Doc Formatting & Word Proc	3	
OST 105	Introduction to Inform. Systems	3	

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More detailed and updated information may be available at www.maysville.kctcs.edu.
KCTCS is an equal opportunity and educational institution.

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 check sheets).
3. Requires minimum ACT, Tabe or Kyote scores.

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	Math	Reading	Writing
ACT	19	20	18
COMPASS	ALG 25	85	74
KYOTE	CA 14 or higher	N/A	N/A
TABE	N/A	12.2-12.9	12.8-12.9

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, and Receptionist Certificate.

Student Scores	Math	Reading	Writing