

Maysville Community & Technical College

Program Name **Administrative Office Technology – AOT Receptionist***
Certificate

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

Program Coordinator: *Debra Morris*
Contact Information: **Telephone:** 66316 **Office:** Rowan 102 D **E-Mail:** *Debra.Morris@kctcs.edu*
Academic Plan Code: 5204023089 **Academic Program Code:** *BUS*
Total Technical/General Education Credit Hours: 12

Prerequisite Information:

<i>Core Requirements</i>		Credit Hours	Semester Taken
OST 105	Introduction to Infor. Systems	3	
OST 108 ENG 101	Editing Skills for the Off Prof OR Writing I	3 (3)	
OST 110	Doc Formatting & Word Proc	3	
OST 160	Records and Database Mgmt.	3	

Receptionist

Upon completion of this certificate, the student can:

1. Use a computer system to produce accurate documents in a specified amount of time.
2. Communicate effectively using standard written English.
3. Use current software including operating systems, database, spreadsheet, word processing, and presentation.
4. Apply records management skills to store and retrieve records.
5. Use administrative office procedures with an emphasis on productivity

Notes:

1. **Required minimum ACT, TABE, KYOTE or COMPASS scores**

	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 the Receptionist Certificate.

Student Scores	Math	Reading	Writing