Maysville Community & Technical College

Program Name: Office Systems Technology – Administrative Assistant Diploma

Program Coordinator: Mollie Appelman

Contact Information: Telephone: 66195 Office: T-101C E-Mail: Mollies, Appelman@kctcs.edu

Academic Plan Code: 5204024019 Admin Asst Academic Plan Code: 5204024019 Academic Pgm Code: BUS

Total Technical/General Education Credit Hours 41-42

Prerequisite Information:

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

Technical Courses		Credit	Semester
(35-36 credit hours)		Hours	Taken
OST 105	Intro. To Information Systems	3	
Choose One			
ACT 101	Fundamentals of Accounting I	3	
	Higher Level Acctg Course	(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		
OST 225	Intro to Desktop Publishing	3	
OST 235	Business Communications Tech	3	
OST 240	Software Integration	3	
Choose	_		
Three			
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	
OST 295	Office Systems Technology	3	
	Internship OR		
COE 199	Cooperative Education	(3)	

Notes:

- 1. Good keyboarding skills needed for OST 105.
- 2. Can complete the OST certificates first (see checksheets).
- 3. Required minimum ACT or COMPASS scores. See COMPASS Placement Scores in Master Advising.

	Math	Reading	Writing
ACT			
COMPASS	34 (Pre-	74	49
	Algebra)		

*If a student takes the A.A.S. degree, they will have to follow a higher level of test scores. Also, students will have to additional math and English courses as OST 213 and OST 108 will not count in the A.A.S. degree.

Administrative Assistant:

Upon completion of this diploma, the student can:

- Communicate effectively using standard written English.
- 2. Use current software including operation systems, database, spreadsheet, word processing, presentation, and voice recognition.
- 3. Perform search strategies and evaluate information using the Internet and the World Wide Web.
- Transcribe documents accurately in a reasonable amount of time.
- 5. Demonstrate basic accounting skills.
- 6. Use page composition software to create and publish documents.
- Demonstrate an understanding of quality movement and the impact on office interaction and customer service.
- 8. Apply records management skills to store and retrieve records.
- 9. Use administrative office procedures with an emphasis on productivity.
- 10. Use a computer system to produce accurate documents in a specified amount of time.
- 11. Demonstrate spelling, grammar, punctuation, word usage, and proofreading skills.
- 12. Exhibit effective human relations skills, initiative, and a professional attitude.
- 13. Organize, analyze, and make information useful by employing mathematics.

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.