Maysville Community & Technical College

Program Name *Office Systems Technology – Administrative Certificate* **Certificate**

Program Coordinator: *Mollie Appelman*

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Academic Plan Code: **5204023039** **Academic Program Code:** *BUS*

Total Technical/General Education Credit Hours 30

Prerequisite Information:

General Education *(9 Hours)*		Credit Hours	Semester Taken
Choose One OST 108 ENG 101	Editing Skills for Off Prof Writing I	3 (3)	
OST 105	Intro to Information Systems	3	
Choose One OST 213 MAT 105	Bus Calculations for Off Prof Business Mathematics Higher Level Quantitative Reasoning Course	3 (3) (3)	

Technical Requirements *(21 Credit Hours)*		Credit Hours	Semester Taken
OST 110	Doc Formatting & Word Proc	3	
OST 215	Office Procedures	3	
OST 240	Software Integration	3	
OST 235	Bus Communications Tech	3	
OST 160	Records & Database Mgmt	3	
Choose one: ACT 101	Fundamentals of Accounting I Higher Level Acctg Course	3 (3)	
OST 150	Transcription and Office Tech	3	

Notes:

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

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

*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:

Upon completion of this certificate, the student can:

1. Use a computer system to produce accurate documents in a specified amount of time.
2. Demonstrate spelling, grammar, punctuation, word usage, and proofreading skills.
3. Transcribe documents accurately in a reasonable amount of time.
4. Apply records management skills to store and retrieve records.
5. Demonstrate basic accounting skills.
6. Demonstrate an understanding of office technology concepts and applications.
7. Use current software including operating systems, database, spreadsheet, word processing, presentation, and voice recognition.
8. Use administrative office procedures with an emphasis on productivity.
9. Exhibit effective human relations skills, initiative, and a professional attitude.
10. Perform search strategies and evaluate information using the internet and the World Wide Web.
11. Communicate effectively using standard written English.
12. Communicate in clear oral and non-verbal fashion and employ active listening skills.
13. Demonstrate basic skills in computer operations and/or software applications.
14. Organize, analyze, and make information useful by employing mathematics.
15. Develop and perform basic search strategies and access information in a variety of formats, print and non-print.
16. Analyze, summarize, and interpret a variety of reading materials.
17. Think critically and make connections in learning across the discipline.
18. Demonstrate an awareness of ethical consideration in making value choices.

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.