



Administrative Office Technology
AAS – Legal Administrative Track 520402705

Program Coordinator: Jamie Clark

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Program Website: <https://bluegrass.kctcs.edu/education-training/program-finder/administrative-office-technology.aspx>

Student Name:

Student ID:

Students need to be at KCTCS placement levels for all courses

First Semester	Credits	Term	Grade	Prereqs/Notes
OST 105 Intro to Information Systems	3			This is the required Digital Literacy for AOT
ENG 101 Writing I	3			
OST 110 Document Formatting and Word Processing	3			If student can't type 26 wpm refer to OST 101
ACT 101 Fundamentals of Accounting OR Higher Level Accounting Class	3			
OST 109 Legal Terminology	3			
Total Semester Credit Hours	15			

Second Semester	Credits	Term	Grade	Prereqs/Notes
OST 215 Office Procedures	3			
OST 240 Software Integration	3			
OST 235 Business Communications	3			
OST 160 Records and Database Management	3			
BAS 267 Intro to Business Law	3			
Total Semester Credit Hours	15			

Third Semester	Credits	Term	Grade	Prereqs/Notes
MAT 105 Business Mathematics OR 110 Applied Mathematics OR Higher Level Quantitative Reasoning Course	3			
Heritage/Humanities	3			
OST 221 Legal Office Simulations	3			Capstone Course
MIT 103 Medical Office Terminology OR CLA 131 Medical Term from Greek and Latin OR AHS 115 Medical Terminology	3			
ACT 102 Fundamentals of Accounting II OR Higher Level Accounting Course	3			
Total Semester Credit Hours	15			

Fourth Semester	Credits	Term	Grade	Prereqs/Notes
Natural Sciences Course	3-4			
Social/Behavioral Sciences Course	3			
OST 210 Advanced Word Processing	3			
OST 275 Office Management	3			
Oral Communications Course	3			
Total Semester Credit Hours	15-16			
Total Credential Hours	60-61			

Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.

Advisor Name:

Advisor Signature: _____

Student Name:

Student Signature: _____