



Administrative Office Technology

Diploma – Office Assistant 5204024039

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 OR OST 108 Editing Skills for the Office Professional	3			
OST 110 Document Formatting and Word Processing	3			If student can't type 26 wpm refer to OST 101
OST 213 Business Calculations for the Office Professional OR MAT 105 Business Mathematics OR 110 Applied Mathematics OR Higher Level Quantitative Reasoning Course	3			
Total Semester Credit Hours	12			

Second Semester	Credits	Term	Grade	Prereqs/Notes
OST 235 Business Communications Technology	3			
OST 240 Software Integration	3			
OST 210 Advanced Word Processing	3			
OST 160 Records and Database Management	3			
OST 215 Office Procedures	3			
Total Semester Credit Hours	15			

Third Semester	Credits	Term	Grade	Prereqs/Notes
OST 295 Administrative Office Technology Internship	3			Must be taken in last semester
Program Electives – Choose TWO	6			Choose from BAS 160, ENG 102, BAS 120, OST 255, OST 150, OST 108, OST 272, OST 250, ACT 279
Total Semester Credit Hours	9			
Total Credential Hours	36			

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

Advisor Name:

Advisor Signature: _____

Student Name:

Student Signature: _____

Special Instructions:

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Approved Electives (if applicable)

BAS 120	Personal Finance
BAS 160	Introduction to Business
ENG 102	Writing II
OST 108	Editing Skills for the Office Professional
OST 150	Transcription and Office Technology
OST 250	Advanced Desktop Publishing
OST 255	Introduction to Business Graphics
OST 272	Presentation Graphics
	<i>Elective Course Approved by Program Coordinator</i>