

Program Coordinator: Jamie Clark

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 Program Website: <https://bluegrass.kctcs.edu/bcis/aot/>

Student Name:

Student ID:

*Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.*

First Semester	Credit Hours	Term	Grade	Prerequisites	Notes
OST 105 Introduction to Information Systems	3				Required Digital Literacy course
OST 109 Legal Terminology	3				Online only
OST 110 Document Formatting and Word Processing	3			Students must type at least 26 wpm or complete OST 101.	
ACT 101 Fundamentals of Accounting I OR Higher Level Accounting course	3				
ENG 101 Writing I	3				
<b>Total Semester Credit Hours</b>	<b>15</b>				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
OST 160 Records and Database Management	3			OST 105	
OST 215 Office Procedures	3			Coreq: OST 110	
OST 235 Business Communications Technology	3			ENG 101 and OST 105	
OST 240 Software Integration	3			OST 105	
BAS 267 Introduction to Business Law	3				
<b>Total Semester Credit Hours</b>	<b>15</b>				

Third Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
ACT 102 Fundamentals of Accounting II OR Higher Level Accounting course	3			ACT 101	
MAT 105 Business Mathematics OR MAT 110 Applied Mathematics OR Higher Level Quantitative Reasoning course	3				
MIT 103 Medical Office Terminology OR CLA 131 Medical Terminology from Greek and Latin OR AHS 115 Medical Terminology	3				
Heritage or Humanities course	3				
Natural Sciences course	3 – 4				
<b>Total Semester Credit Hours</b>	<b>15 – 16</b>				

Fourth Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
OST 210 Advanced Word Processing Applications	3			OST 110	
OST 221 Legal Office Simulations	3				Capstone Course Online only
OST 275 Office Management	3				
Oral Communications course	3				
Social and Behavioral Sciences course	3				
<b>Total Semester Credit Hours</b>	<b>15</b>				
<b>Total Degree Credit Hours</b>	<b>60 – 61</b>				

- Graduation Requirements:**
- 25% or more of Total Degree Credit Hours must be earned at BCTC
  - Cumulative GPA must be 2.0 or higher

Advisor Name \_\_\_\_\_

Advisor Contact \_\_\_\_\_

**Additional Information**

Administrative Office Technology Legal Administrative Track is available completely online.

A grade of C or higher is required in all OST courses to progress in the program.

Non-General Education courses older than 5 years will not be accepted without the consent of the Administrative Office Technology program coordinator.

**Embedded Credentials**

Credential	Title	Requirements	Total Credit Hours
Certificate	Data Entry Operator	OST 105, OST 110	6
Certificate	Financial Assistant Clerk	ACT 101 or Higher level Accounting course, ENG 101, MAT 105 or MAT 110 or Higher level Quantitative Reasoning course, OST 105, OST 110, OST 160	18
Certificate	Financial Assistant Trainee	ACT 101 or Higher level Accounting course, MAT 105 or MAT 110 or Higher level Quantitative Reasoning course OST 105, OST 110	12
Certificate	Integrated Office Skills	ENG 101, OST 105, OST 110, OST 160, OST 210, OST 215, OST 240	21
Certificate	Receptionist	ENG 101, OST 105, OST 110, OST 160	12

- Diploma Requirements:**
- 25% or more of Total Diploma Credit Hours must be earned at BCTC
  - Cumulative GPA must be 2.0 or higher

- Certificate Requirements:**
- 25% or more of Total Certificate Credit Hours must be earned at BCTC
  - Grade of C or higher in each course required for certificate