

Program Coordinator: Jamie Clark

 E-mail: jamie.leigh@kctcs.edu

Phone: 859-246-6651

 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				
OST 110 Document Formatting and Word Processing	3			Students must type at least 26 wpm or complete OST 101.	
ACT 101 Fundamentals of Accounting OR Higher Level Accounting course	3				
ENG 101 Writing I	3				
MAT 105 Business Mathematics OR Higher Level Quantitative Reasoning course	3				
Total Semester Credit Hours	15				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
OST 150 Transcription and Office Technology	3			ENG 101	
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	
Total Semester Credit Hours	15				
Total Certificate Credit Hours	30				

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

Advisor Name _____ Advisor Contact _____

Additional Information
Administrative Office Technology Administrative certificate is available completely online.
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 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 Higher level Quantitative Reasoning, OST 105, OST 110	12
Certificate	Receptionist	ENG 101, OST 105, OST 110, OST 160	12