



# Administrative Office Technology

## Certificate – Administrative 5204023039

Program Coordinator: Jamie Clark

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Phone: 859-246-6651

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
ACT 101 Fundamentals of Accounting OR Higher Level Accounting Course	3			
OST 213 Business Calculations for the Office Professional OR MAT 105 Business Mathematics OR 110 Applied Mathematics OR Higher Level Quantitative Reasoning Course	3			
<b>Total Semester Credit Hours</b>	<b>15</b>			

Second Semester	Credits	Term	Grade	Prereqs/Notes
OST 235 Business Communications Technology	3			
OST 240 Software Integration	3			
OST 150 Transcription and Office Technology	3			
OST 160 Records and Database Management	3			
OST 215 Office Procedures	3			
<b>Total Semester Credit Hours</b>	<b>15</b>			
<b>Total Credential Hours</b>	<b>30</b>			

*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: