

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				
OST 110 Document Formatting and Word Processing	3			Students must type at least 26 wpm or complete OST 101.	
ENG 101 Writing I	3				
OST 160 Records and Database Management	3			OST 105	
Total Semester Credit Hours	12				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
OST 210 Advanced Word Processing Applications	3			OST 110	
OST 215 Office Procedures	3			Coreq: OST 110	
OST 240 Software Integration	3			OST 105	
Total Semester Credit Hours	9				
Total Certificate Credit Hours	21				

- 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 Integrated Office Skills 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	Receptionist	ENG 101, OST 105, OST 110, OST 160	12