

## Administrative Office Technology

### Diploma – Legal Office Assistant 5204024059

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 Class	3			
OST 109 Legal Terminology	3			
<b>Total Semester Credit Hours</b>	<b>15</b>			

Second Semester	Credits	Term	Grade	Prereqs/Notes
OST 215 Office Procedures	3			
OST 240 Software Integration	3			
OST 235 Business Communications	3			
OST 160 Records and Database Management	3			
BAS 267 Intro to Business Law	3			
<b>Total Semester Credit Hours</b>	<b>15</b>			

Third Semester	Credits	Term	Grade	Prereqs/Notes
OST 213 Business Calculations for the Office Professional OR MAT 105 Business Mathematics OR 110 Applied Mathematics OR Higher Level Quantitative Reasoning Course	3			
OST 221 Legal Office Simulations	3			Must be taken in last semester
OST 295 Office Systems Technology Internship	3			
<b>Program Electives – Choose TWO</b>	6			Choose from BAS 160, ENG 102, BAS 120, OST 255, OST 150, OST 108, OST 272, OST 250, ACT 279
<b>Total Semester Credit Hours</b>	<b>15</b>			
<b>Total Credential Hours</b>	<b>45</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:	

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
	<b><i>Elective Course Approved by Program Coordinator</i></b>