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**Administrative Office Technology**

**AAS – Legal Administrative Track 520402705**

**Program Coordinator: Jamie Clark E-mail: Jamie.leigh@kctcs.edu 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***

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| **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 | 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 |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **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 |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Third Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| MAT 105 Business Mathematics OR  110 Applied Mathematics OR  Higher Level Quantitative Reasoning Course | 3 |  |  |  |
| Heritage/Humanities | 3 |  |  |  |
| OST 221 Legal Office Simulations | 3 |  |  | Capstone Course |
| MIT 103 Medical Office Terminology OR  CLA 131 Medical Term from Greek and Latin OR  AHS 115 Medical Terminology | 3 |  |  |  |
| ACT 102 Fundamentals of Accounting II OR  Higher Level Accounting Course | 3 |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Fourth Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| Natural Sciences Course | 3-4 |  |  |  |
| Social/Behavioral Sciences Course | 3 |  |  |  |
| OST 210 Advanced Word Processing | 3 |  |  |  |
| OST 275 Office Management | 3 |  |  |  |
| Oral Communications Course | 3 |  |  |  |
| **Total Semester Credit Hours** | **15-16** |  |  |  |
| **Total Credential Hours** | **60-61** |  |  |  |

***Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.***

**Advisor Name: Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**