Administrative Office Technology
Certificate – Financial Record Keeper 5204023069

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

First Semester	Credits	Term	Grade	Prereqs/Notes
OST 105 Intro to Information Systems	3			This is the required Digital Literacy for AOT
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			
ENG 101 Writing I OR OST 108 Editing Skills for the Office Professional	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			
Total Semester Credit Hours	**15**			

Second Semester	Credits	Term	Grade	Prereqs/Notes
OST 215 Office Procedures	3			
OST 240 Software Integration	3			
OST 112 Financial Management OR Course Approved by Coordinator	3			
OST 160 Records and Database Management	3			
Total Semester Credit Hours	**12**			
Total Credential Hours	**27**			

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:

Reviewed by: Jamie Clark   1   Review Date: 12/7/2017