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**Administrative Office Technology**

**Diploma – Office Assistant 5204024039**

**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**](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 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 |
| 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** | **12** |  |  |  |

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| **Second Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| OST 235 Business Communications Technology | 3 |  |  |  |
| OST 240 Software Integration | 3 |  |  |  |
| OST 210 Advanced Word Processing | 3 |  |  |  |
| OST 160 Records and Database Management | 3 |  |  |  |
| OST 215 Office Procedures | 3 |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Third Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| OST 295 Administrative Office Technology Internship | 3 |  |  | Must be taken in last semester |
| ***Program Electives – Choose TWO*** | 6 |  |  | Choose from BAS 160, ENG 102, BAS 120, OST 255, OST 150, OST 108, OST 272, OST 250, ACT 279 |
| **Total Semester Credit Hours** | **9** |  |  |  |
| **Total Credential Hours** | **36** |  |  |  |

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

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

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

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| **Special Instructions:** |
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| **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 |
|  | ***Elective Course Approved by Program Coordinator*** |
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