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**Administrative Office Technology – Administrative Management Track**

**Associate in Applied Science degree**

**EFFECTIVE FALL 2019**

**Program Coordinator: Jamie Clark E-mail:** [**jamie.leigh@kctcs.edu**](mailto:jamie.leigh@kctcs.edu) **Phone: 859-246-6651**

**Program Website:** [**https://bluegrass.kctcs.edu/bcis/aot/**](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.***

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| **First Semester** | **Credit Hours** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 105 Introduction to Information Systems | 3 |  |  |  | Required Digital Literacy course |
| OST 110 Document Formatting and Word Processing | 3 |  |  | Students must type at least 26 wpm or complete OST 101. |  |
| OST 215 Office Procedures | 3 |  |  | Coreq: OST 110 |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| MAT 105 Business Mathematics OR  MAT 110 Applied Mathematics OR  Higher Level Quantitative Reasoning course | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 160 Records and Database Management | 3 |  |  | OST 105 |  |
| OST 225 Introduction to Desktop Publishing | 3 |  |  | OST 105 and OST 110 |  |
| OST 235 Business Communications Technology | 3 |  |  | ENG 101 and OST 105 |  |
| OST 240 Software Integration | 3 |  |  | OST 105 |  |
| OST 275 Office Management | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Third Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| ACT 101 Fundamentals of Accounting OR  Higher Level Accounting course | 3 |  |  |  |  |
| OST 210 Advanced Word Processing Applications | 3 |  |  | OST 110 |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| Natural Sciences course | 3 – 4 |  |  |  |  |
| Oral Communications course | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15 – 16** |  |  |  |

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| **Fourth Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 220 Administrative Office Simulation | 3 |  |  | OST 210 and OST 215 and OST 240 | Capstone Course |
| OST 295 Administrative Office Technology Internship  OR COE 199 Cooperative Education | 3 |  |  | OST 210 and OST 215 and OST 240 | Must be taken in last semester |
| Social and Behavioral Sciences course | 3 |  |  |  |  |
| Administrative Track Courses | 6 |  |  |  | See list on back |
| **Total Semester Credit Hours** | **15** |  |  |  |
| **Total Degree Credit Hours** | **60 – 61** |  |  |  |

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| * **25% or more of Total Degree Credit Hours must be earned at BCTC** * **Cumulative GPA must be 2.0 or higher** |

**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information** |
| Administrative Office Technology Administrative Track is available completely online.  A grade of C or higher is required in all OST courses to progress in the program.  Non-General Education courses older than 5 years will not be accepted without the consent of the Administrative Office Technology program coordinator. |

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| **Administrative Track Courses** | | | |
| **Course** | **Cr. Hrs.** | **Prerequisites** | **Notes** |
| BAS 120 Personal Finance | 3 |  |  |
| BAS 160 Introduction to Business | 3 |  |  |
| ENG 102 Writing II | 3 | ENG 101 |  |
| OST 108 Editing Skills for the Office Professional | 3 |  |  |
| OST 150 Transcription and Office Technology | 3 | OST 110 |  |
| OST 250 Advanced Desktop Publishing | 3 | OST 225 |  |
| OST 255 Introduction to Business Graphics | 3 | OST 105 |  |
| OST 272 Presentation Graphics | 3 | OST 105 |  |
| Other Course approved by Program Coordinator | 3 |  |  |

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| **Embedded Credentials** | | | |
| Credential | Title | Requirements | Total Credit Hours | |
| Diploma | Administrative Assistant | ENG 101, MAT 105 or MAT 110 or Higher level Quantitative Reasoning, ACT 101, OST 105, OST 110, OST 160, OST 210, OST 215, OST 215, OST 225, OST 235, OST 240, OST 295 or COE 199, 6 credit hours from courses listed as Approved Program Elective | 39 | |
| Diploma | Office Assistant | ENG 101, MAT 105 or MAT 110 or Higher level Quantitative Reasoning, OST 105, OST 110, OST 160, OST 210, OST 215, OST 235, OST 240, OST 295 or COE 199 | 36 | |
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| Certificate | Administrative | ACT 101 or Higher level Accounting course, ENG 101, MAT 105 or Higher level Quantitative Reasoning course, OST 105, OST 110, OST 150, OST 160, OST 215, OST 235, OST 240 | 30 | |
| Certificate | Basic Business Presentation | ENG 101, OST 105, OST 225, OST 255, OST 272 | 15 | |
| Certificate | Data Entry Operator | OST 105, OST 110 | 6 | |
| Certificate | Financial Assistant Clerk | ACT 101 or higher level Accounting course, ENG 101, MAT 105 or Higher level Quantitative Reasoning course, OST 105, OST 110, OST 160 | 18 | |
| Certificate | Financial Assistant Trainee | ACT 101 or higher level Accounting course, MAT 105 or Higher level Quantitative Reasoning, OST 105, OST 110 | 12 | |
| Certificate | Integrated Office Skills | ENG 101, OST 105, OST 110, OST 160, OST 210, OST 215, OST 240 | 21 | |
| Certificate | Receptionist | ENG 101, OST 105, OST 110, OST 160 | 12 | |

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| * **25% or more of Total Diploma Credit Hours must be earned at BCTC** * **Cumulative GPA must be 2.0 or higher** |

**Diploma Requirements:**

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| * **25% or more of Total Certificate Credit Hours must be earned at BCTC** * **Grade of C or higher in each course required for certificate** |

**Certificate Requirements:**