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**Administrative Office Technology – Financial Assistant Track**

**Associate in Applied Science degree**

**EFFECTIVE FALL 2019**

**Program Coordinator: Jamie Clark E-mail:** **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. |  |
| ACT 101 Fundamentals of Accounting I ORHigher Level Accounting course | 3 |  |  |  |  |
| 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 215 Office Procedures | 3 |  |  | Coreq: OST 110 |  |
| OST 240 Software Integration | 3 |  |  | OST 105 |  |
| ACT 102 Fundamentals of Accounting II ORHigher Level Accounting course | 3 |  |  | ACT 101 |  |
| ACT 279 Computerized Accounting System | 3 |  |  | ACT 101, Coreq: ACT 102 |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Third Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 210 Advanced Word Processing Applications | 3 |  |  | OST 110 |  |
| OST 235 Business Communications Technology | 3 |  |  | ENG 101 and OST 105 |  |
| OST 275 Office Management | 3 |  |  |  |  |
| Oral Communications course | 3 |  |  |  |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Fourth Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 295 Administrative Office Technology InternshipOR COE 199 Cooperative Education | 3 |  |  | OST 210 and OST 215 and OST 240  | Must be taken in last semester |
| Natural Sciences course | 3 – 4 |  |  |  |  |
| Social and Behavioral Sciences course | 3 |  |  |  |  |
| Financial Assistant Track Courses – Choose two courses from the list on the next page. | 6 |  |  |  |  |
| **Total Semester Credit Hours** | **15 – 16** |  |  |  |
| **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**
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**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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| **Financial Assistant 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 112 Financial Management | 3 |  |  |
| OST 213 Business Calculations for the Office Professional | 3 |  |  |
| OST 225 Introduction to Desktop Publishing | 3 | OST 105 and OST 110 |  |
| OST 272 Presentation Graphics | 3 | OST 105 |  |

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| **Embedded Credentials** |
| Credential | Title | Requirements | Total Credit Hours |
| Certificate | Data Entry Operator | OST 105, OST 110 | 6 |
| Certificate | Financial Assistant Clerk | ACT 101, ENG 101, MAT 105 or Higher level Quantitative Reasoning, OST 105, OST 110, OST 160  | 18 |
| Certificate | Financial Assistant Trainee | ACT 101, MAT 105 or Higher level Quantitative Reasoning, OST 105, OST 110 | 12 |
| Certificate | Financial Record Keeper | ACT 101 or higher level Accounting course, Higher level accounting course, ENG 101, MAT 105 or Higher level Quantitative Reasoning, OST 105, OST 110, OST 112 or course approved by Program Coordinator, OST 160, OST 215, OST 240 | 30 |
| 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**
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**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**
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**Certificate Requirements:**