****

**Administrative Office Technology – Data Entry Operator**

**Certificate**

**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.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Semester** | **Credit Hours** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 105 Introduction to Information Systems | 3 |  |  |  |  |
| OST 110 Document Formatting and Word Processing | 3 |  |  | Students must type at least 26 wpm or complete OST 101. |  |
| **Total Semester Credit Hours** | **6** |  |  |  |
| **Total Certificate Credit Hours** | **6** |  |  |  |

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

**Graduation Requirements:**

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

|  |
| --- |
| **Additional Information** |
| Administrative Office Technology Data Entry Operator certificate is available completely online.  Non-General Education courses older than 5 years will not be accepted without the consent of the Administrative Office Technology program coordinator. |