Administrative Office Technology – Receptionist Certificate

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/

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 Word Processing Applications	3			Students must type at least 26 wpm or complete OST 101.	
OST 160 Records and Database Management	3			OST 105	
ENG 101 Writing I	3				
Total Semester Credit Hours	**12**				
Total Certificate Credit Hours	**12**				

Graduation Requirements:

- ☐ **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**

Advisor Name _____ **Advisor Contact** _____

Additional Information
Administrative Office Technology Receptionist 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.

Embedded Credentials			
Credential	Title	Requirements	Total Credit Hours
Certificate	Data Entry Operator	OST 105, OST 110	6