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**Administrative Office Technology – Administrative Assistant**

**Diploma**

**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 Word Processing Applications | 3 |  |  | Students must type at least 26 wpm or complete OST 101. |  |
| ACT 101 Fundamentals of Accounting OR  Higher 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 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 |  |
| **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 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 |
| Technical Course | 3 |  |  |  | See list on back |
| Technical Course | 3 |  |  |  | See list on back |
| **Total Semester Credit Hours** | **12** |  |  |  |
| **Total Diploma Credit Hours** | **42** |  |  |  |

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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** |

**Graduation Requirements:**

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

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| **Additional Information** |
| The Administrative Office Technology Administrative Assistant diploma 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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| **Technical Courses** | | | |
| **Course** | **Credit Hours** | **Prerequisites** | **Notes** |
| ACT 279 Computerized Accounting Systems | 3 | ACC 201 OR ACT 101 with ACT 102 prereq or coreq |  |
| BAS 120 Personal Finance | 3 |  |  |
| BAS 160 Introduction to Business | 3 |  |  |
| ENG 102 Writing II | 3 | ENG 101 |  |
| 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 |  |

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

**Certificate Requirements:**