BLUEGRASS COMMUNITY & TECHNICAL **COLLEGE**

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				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**				

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**				

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**				

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**				

Graduation Requirements: ☐   **25% or more of Total Degree Credit Hours must be earned at BCTC**

☐   **Cumulative GPA must be 2.0 or higher**

Advisor Name _____   **Advisor Contact** _____

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.

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		

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
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

Diploma Requirements:
- ☐ **25% or more of Total Diploma Credit Hours must be earned at BCTC**
- ☐ **Cumulative GPA must be 2.0 or higher**

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