****

**Administrative Office Technology – Administrative**

**Certificate**

 **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.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. |  |
| ACT 101 Fundamentals of Accounting ORHigher Level Accounting course | 3 |  |  |  |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| MAT 105 Business Mathematics OR Higher Level Quantitative Reasoning course | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 150 Transcription and Office Technology | 3 |  |  | ENG 101 |  |
| OST 160 Records and Database Management | 3 |  |  | OST 105 |  |
| OST 215 Office Procedures | 3 |  |  | Coreq: 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** |  |  |  |
| **Total Certificate Credit Hours** | **30** |  |  |  |

|  |
| --- |
| * **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 Administrative 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 |
| 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 | Receptionist | ENG 101, OST 105, OST 110, OST 160  | 12 |