Administrative Office Technology – Legal Office Assistant Diploma

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 109 Legal Terminology	3				Online only
OST 110 Document Formatting and Word Processing	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				
Total Semester Credit Hours	**15**				

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 235 Business Communications Technology	3			ENG 101 and OST 105	
OST 240 Software Integration	3			OST 105	
BAS 267 Introduction to Business Law	3				
Total Semester Credit Hours	**15**				

Third Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
MAT 105 Business Mathematics OR MAT 110 Applied Mathematics OR Higher Level Quantitative Reasoning course	3				
OST 221 Legal Office Simulations	3				Capstone Course Online only
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
Total Semester Credit Hours	**12**				
Total Diploma Credit Hours	**42**				

Graduation Requirements:

☐ **25% or more of Total Diploma Credit Hours must be earned at BCTC**

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

Advisor Name _____ **Advisor Contact** _____

Additional Information
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.

Technical Courses			
Course	**Credit Hours**	**Prerequisites**	**Notes**
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 225 Introduction to Desktop Publishing	3	OST 105 and 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	

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

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**