[Administrative Office Technology – Legal Administrative Track](https://bluegrass.kctcs.edu/bcis/aot/)

Associate in Applied Science

Coordinator: Jamie Clark ([jamie.leigh@kctcs.edu](mailto:jamie.leigh@kctcs.edu)) 859-246-6651

Student Name: Student ID:

*Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.*

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 105 Introduction to Information Systems | 3 |  |  |  | Required 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 I AND ACT 102 Fundamentals of Accounting II OR  ACC 201 Financial Accounting AND  ACC 202 Managerial Accounting | 3 |  |  |  | \*See Additional Information |
| ENG 101 Writing I | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | 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 Comm. 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 |  |  |  |  |

Semester 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| Second Accounting Class based on which first semester Accounting class taken. | 3 |  |  | ACT 101 OR ACC 201 |  |
| MAT 105 Business Mathematics OR  MAT 110 Applied Mathematics OR  Higher-Level Quantitative Reasoning course | 3 |  |  |  |  |
| MIT 103 Medical Office Terminology OR CLA 131 Medical Terminology from Greek and Latin OR AHS 115 Medical Terminology | 3 |  |  |  |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| ACT 279 Computerized Accounting Systems | 3 |  |  | One Accounting Class |  |
| Natural Sciences course | 3 – 4 |  |  |  |  |
| Total Semester Credit Hours | 18-19 |  |  |  |  |

Semester 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 210 Advanced Word Processing Applications | 3 |  |  | OST 110 |  |
| OST 221 Legal Office Simulations | 3 |  |  |  | Capstone Course  Online only |
| OST 275 Office Management | 3 |  |  |  |  |
| Oral Communications course | 3 |  |  |  |  |
| Social and Behavioral Sciences course | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |
| Total Degree Credit Hours | 63-64 |  |  |  |  |

**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 Legal Administrative Track is available completely online.

\*First Accounting class in first semester and second Accounting class in second semester or beyond.

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.

**Embedded Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| Certificate | Data Entry Operator | OST 105, OST 110 | 6 |
| Certificate | Financial Assistant Clerk | OST 105, OST 110 | 18 |
| Certificate | Financial Assistant Trainee | ACT 101 or Higher-level Accounting course, ENG 101, MAT 105 or MAT 110 or Higher-level Quantitative Reasoning course, OST 105, OST 110, OST 160 | 12 |
| Certificate | Financial Record Keeper | OST 105, OST 110, ACT 101 OR higher-level Accounting course, ENG 101, MAT 105 or Higher-level Quantitative Reasoning course, ACT 279, OT 160, OST 215, OST 240 | 27 |
| Certificate | Integrated Office Skills | ACT 101 or Higher-level Accounting course, MAT 105 or MAT 110 or Higher-level Quantitative Reasoning course OST 105, OST 110 | 21 |
| Certificate | Receptionist | ENG 101, OST 105, OST 110, OST 160, OST 210, OST 215, OST 240 | 12 |
| Certificate | Legal Receptionist | OST 105, OST 109, OST 110, OST 160, ENG 101 | 15 |
| 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 (if they take OST 210 – see program sheet), OST 160, OST 215, OST 235, OST 240 | 30 |

**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.

*Reviewed by: Jamie Clark Effective Term: Fall 2021*

*Review Date: 2-19-2020*