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

Certificate

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 Intro. to Information Systems | 3 |  |  |  |  |
| OST 110 Doc. Formatting and Word Proc. | 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  Higher-Level Quantitative Reasoning course | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 150 Transcription and Office Tech. | 3 |  |  | ENG 101 |  |
| OST 160 Records and Database Mgmt. | 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 |  |
| Total Semester Credit Hours | 15 |  |  |  |  |
| Total Certificate Credit Hours | 30 |  |  |  |  |

Graduation Requirements:

* 25% or more of Total Certificate 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 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**

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| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| 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 | Receptionist | ENG 101, OST 105, OST 110, OST 160 | 12 |

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

*Review Date: 2-19-2020*