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

Diploma

Coordinator: Jamie Clark (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 110 Word Processing Applications | 3 |  |  | Students must type at least 26 wpm or complete OST 101. |  |
| ACT 101 Fundamentals of Accounting ORACC 201 Financial Accounting | 3 |  |  |  |  |
| ENG 101 Writing I  | 3 |  |  |  |  |
| OST 213 Bus. Calc. for the Office Pro. ORMAT 105 Business Mathematics ORHigher-Level Quantitative Reasoning course | 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 225 Introduction to Desktop Publishing | 3 |  |  | OST 105 and 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 |  |  |  |  |

Semester 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 210 Adv. Word Processing Applications | 3 |  |  | OST 110 |  |
| OST 295 Administrative Office Technology InternshipOR COE 199 Cooperative Education | 3 |  |  | OST 210 and OST 215 and OST 240 | Must be taken in last semester |
| Technical Course | 3 |  |  |  | See list |
| Technical Course | 3 |  |  |  | See list |
| 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**

The Administrative Office Technology Administrative Assistant diploma 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 Assistant Diploma Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Cr. Hrs. | Prerequisites | Notes |
| ACT 279 Computerized Accounting Systems  | 3 | ACC 201 OR ACT 101 with ACT 102 prereq or coreq |  |
| 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 |  |

**Embedded Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| Certificate | Data Entry Operator | OST 105, OST 110 | 6 |
| 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 | 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 |

**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*