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

Diploma

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 110 Word Processing Applications | 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 |  |  |  |  |
| OST 213 Bus. Calc. for the Office Pro. OR  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 160 Records and Database Mgmt. | 3 |  |  | OST 105 |  |
| OST 215 Office Procedures | 3 |  |  | Coreq: OST 110 |  |
| OST 240 Software Integration | 3 |  |  | OST 105 |  |
| Second Accounting Class based on which first semester Accounting class taken. | 3 |  |  | ACT 101 OR ACC 201 |  |
| ACT 279 Computerized Accounting System | 3 |  |  | ACT 101, Coreq: ACT 102 |  |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 295 Administrative Office Technology Internship  OR COE 199 Cooperative Education | 2 – 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 | 11-12 |  |  |  |  |
| Total Diploma Credit Hours | 41-42 |  |  |  |  |

**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 Financial Assistant diploma 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.

**Financial Assistant Diploma Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Cr. Hrs. | 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 |  |

**Embedded Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| Certificate | Data Entry Operator | OST 105, OST 110 | 6 |
| Diploma | Administrative Assistant | ENG 101, MAT 105 or MAT 110 or Higher-level Quantitative Reasoning, ACT 101, OST 105, OST 110, OST 160, OST 210, OST 215, OST 215, OST 225, OST 235, OST 240, OST 295 or COE 199, 6 credit hours from courses listed as Approved Program Elective (Must take OST 225 as elective) | 39 |
| 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 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 | 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 (Must take this as elective), 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*