



Administrative Office Technology – Desktop Publishing Track
Associate in Applied Science degree

Program Coordinator: Jamie Clark

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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 110 Document Formatting and Word Processing	3			Students must type at least 26 wpm or complete OST 101.	
OST 225 Introduction to Desktop Publishing	3			Coreq: OST 105 and OST 110	
ENG 101 Writing I	3				
MAT 105 Business Mathematics OR MAT 110 Applied Mathematics OR Higher Level Quantitative Reasoning Course	3				
Total Semester Credit Hours	15				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
OST 130 Typography	3				
OST 160 Records and Database Management	3			OST 105	
OST 235 Business Communications	3			ENG 101 and OST 105	
OST 255 Introduction to Business Graphics	3			OST 105 or OST 225	
OST 272 Presentation Graphics	3			OST 105	
Total Semester Credit Hours	15				

Third Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
OST 210 Advanced Word Processing	3			OST 110	
OST 215 Office Procedures	3			OST 110	
OST 240 Software Integration	3			OST 105	
OST 250 Advanced Desktop Publishing	3			OST 225	
OST 275 Office Management	3				
Total Semester Credit Hours	15				

Fourth Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
OST 220 Administrative Office Simulations	3				Capstone Course
OST 295 AOT Internship OR COE 199 Cooperative Education	2-3			OST 210 and OST 215 and OST 240	Must be taken in last semester
Oral Communications course	3				
Heritage or Humanities course	3				
Natural Sciences course	3-4				
Social/Behavioral Sciences course	3				
Total Semester Credit Hours	17-19				
Total Degree Credit Hours	62-64				

- Graduation Requirements:**
- 25% or more of Total Program Credit Hours must be earned at BCTC
 - Cumulative GPA must be 2.0 or higher

Advisor Name _____

Advisor Contact _____

Additional Information

Administrative Office Technology Desktop Publishing Track is available completely online.

A grade of C or higher is required in all OST courses to progress in the program.

Embedded Credentials

Credential	Title	Requirements	Total Credit Hours
Diploma	Office Assistant	ENG 101, MAT 105 or Higher level Quantitative Reasoning course, OST 105, OST 110, OST 160, OST 210, OST 215, OST 235, OST 240, OST 295 or COE 199	36
Certificate	Business Presentation	ENG 101, OST 105, OST 225, OST 255, OST 272	15
Certificate	Data Entry Operator	OST 105, OST 110	6
Certificate	Desktop Publishing	ENG 101, MAT 105 or Higher level Quantitative Reasoning course, OST 105, OST 110, OST 130, OST 160, OST 225, OST 255, OST 272	27
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

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