



Administrative Office Technology – Basic Business Presentation Certificate

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				
OST 225 Introduction to Desktop Publishing	3			OST 105 and OST 110	
OST 255 Introduction to Business Graphics	3			OST 105 or OST 225	
OST 272 Presentation Graphics	3			OST 105	
ENG 101 Writing I	3				
Total Semester Credit Hours	15				
Total Certificate Credit Hours	15				

- Graduation Requirements:
- 25% or more of Total Certificate Credit Hours must be earned at BCTC
 - Grade of C or higher in each course required for the certificate

Advisor Name _____

Advisor Contact _____

Additional Information

Administrative Office Technology Basic Business Presentation 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.