

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 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 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 255 Introduction to Business Graphics	3			OST 105 or OST 225	
OST 272 Presentation Graphics	3			OST 105	
Total Semester Credit Hours	12				
Total Certificate Credit Hours	27				

- 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 Desktop Publishing 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			
Credential	Title	Requirements	Total Credit 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