



## Administrative Office Technology

### Certificate– Desktop Publishing 5204023099

**Program Coordinator:** Jamie Clark

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**Program Website:** <https://bluegrass.kctcs.edu/education-training/program-finder/administrative-office-technology.aspx>

**Student Name:**

**Student ID:**

*Students need to be at KCTCS placement levels for all courses*

First Semester	Credits	Term	Grade	Prereqs/Notes
OST 105 Intro to Information Systems	3			This is the required Digital Literacy for AOT
ENG 101 Writing I OR OST 108 Editing Skills for the Office Professional	3			
OST 110 Document Formatting and Word Processing	3			If student can't type 26 wpm refer to OST 101
OST 213 Business Calculations OR MAT 105 Business Mathematics OR 110 Applied Mathematics OR Higher Level Quantitative Reasoning Course	3			
OST 225 Desktop Publishing	3			
<b>Total Semester Credit Hours</b>	<b>15</b>			

Second Semester	Credits	Term	Grade	Prereqs/Notes
OST 130 Typography	3			
OST 255 Introduction to Business Graphics	3			
OST 160 Records and Database Management	3			
OST 272 Presentation Graphics	3			
<b>Total Semester Credit Hours</b>	<b>12</b>			
<b>Total Credential Hours</b>	<b>27</b>			

*Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College*

**Advisor Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

**Special Instructions:**