Administrative Office Technology
Certificate – Basic Business Presentation 5204023119

Program Coordinator: Jamie Clark   **E-mail: Jamie.leigh@kctcs.edu**   **Phone: 859-246-6651**

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	3			
OST 108 Editing Skills for the Office Professional				
OST 225 Introduction to Desktop Publishing	3			
OST 255 Introduction to Business Graphics	3			
OST 272 Presentation Graphics	3			
Total Semester Credit Hours	**15**			

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: