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**Administrative Office Technology – Basic Business Presentation**

**Certificate**

**For students enrolled in the Administrative Office Technology program in Spring 2019**

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

**Program Website:** [**https://bluegrass.kctcs.edu/bcis/aot/**](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.***

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| **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** |  |  |  |

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| * **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**
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**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information** |
| Administrative Office Technology Basic Business Presentation certificate is available completely online. |