[Administrative Office Technology – Desktop Publishing Track](https://bluegrass.kctcs.edu/bcis/aot/)

Associate in Applied Science

Coordinator: Jamie Clark (jamie.leigh@kctcs.edu) 859-246-6651

Student Name: Student ID:

*Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.*

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 105 Introduction to Information Systems | 3 |  |  |  | Required Course |
| 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 110 |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| MAT 105 Business Mathematics OR MAT 110 Applied Mathematics OR Higher Level Quantitative Reasoning course | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 130 Typography | 3 |  |  |  |  |
| OST 160 Records and Database Mgt. | 3 |  |  | OST 105 |  |
| OST 235 Business Communications | 3 |  |  | ENG 101 and 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 | 15 |  |  |  |  |

Semester 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 210 Advanced Word Processing | 3 |  |  | OST 110 |  |
| OST 215 Office Procedures | 3 |  |  | OST 110 |  |
| OST 240 Software Integration | 3 |  |  | OST 105 |  |
| OST 250 Advanced Desktop Publishing | 3 |  |  | OST 225 |  |
| OST 275 Office Management | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 4

|  |  |  |  |  |  |
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| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| OST 220 Administrative Office Simulations | 3 |  |  |  | Capstone Course |
| OST 295 AOT Internship OR COE 199 Cooperative Education | 2-3 |  |  | OST 210 and OST 215 and OST 240 | Must be taken in last semester |
| Oral Communications course | 3 |  |  |  |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| Natural Sciences course | 3 – 4 |  |  |  |  |
| Social/Behavioral Sciences course | 3 |  |  |  |  |
| Total Semester Credit Hours | 17 – 19 |  |  |  |  |
| Total Degree Credit Hours | 62 – 64 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Degree Credit Hours must be earned at BCTC.
* Cumulative GPA must be 2.0 or higher.

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

**Additional Information**

Administrative Office Technology Desktop Publishing Track is available completely online.

A grade of C or higher is required in all OST courses to progress in the program.

Non-General Education courses older than 5 years will not be accepted without the consent of the Administrative Office Technology program coordinator.

**Embedded Credentials**

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| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| Diploma | Office Assistant | ENG 101, MAT 105 or Higher-level Quantitative Reasoning course, OST 105, OST 110, OST 160, OST 210, OST 215, OST 235, OST 240, OST 295 or COE 199 | 36 |
| 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 | Desktop Publishing | ENG 101, MAT 105 or Higher-level Quantitative Reasoning course, OST 105, OST 110, OST 130, OST 160, OST 225, OST 255, OST 272 | 27 |
| Certificate | Integrated Office Skills | ENG 101, OST 105, OST 110, OST 160, OST 210, OST 215, OST 240 | 21 |
| Certificate | Receptionist | ENG 101, OST 105, OST 110, OST 160  | 12 |

**Diploma Requirements:**

* 25% or more of Total Diploma Credit Hours must be earned at BCTC.
* Cumulative GPA must be 2.0 or higher.

**Certificate Requirements:**

* 25% or more of Total Certificate Credit Hours must be earned at BCTC.
* Grade of C or higher in each course required for certificate.

*Reviewed by: Jamie Clark Effective Term: Fall 2021*

 *Review Date: 2-19-2020*