**CAREER ENHANCEMENT CERTIFICATE**

# ADMINISTRATIVE SERVICES AND OFFICE APPLICATIONS – DESKTOP PUBLISHING

*The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.*

**2156**

*Business, Engineering, and Information Technology Division*          *Digital Media and Administrative Technologies Department*

| Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
|---|---|---|---|---|
| AOT127 | Word Processing – Microsoft Word^ | 3 | ITD100 **or** Proficiency | |
| AOT128 | Document Development and Website Maintenance^▲+ | 3 | ITD100 **or** Proficiency | |
| AOT130 | Editing, Proofreading and Language Skills | 3 | | |
| AOT134 | Form Design Essentials | 1 | AOT127 | |
| IMT122 | Graphic Arts Design^ | 3 | ITD100 **or** Proficiency | |
| ITD122 | Computer Applications for Professionals^✹ | 3 | ITD100 **or** Proficiency | |
| | **TOTAL CREDIT HOURS** | **16** | | |

## STUDENT ADVISING NOTES

Academic Advising
Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

| First Semester | | Credit Hours | Pre- and Co-requisites |
|---|---|---|---|
| ITD122 | Computer Applications for Professionals^✹ | 3 | ITD100 **or** Proficiency |
| AOT127 | Word Processing – Microsoft Word^ | 3 | ITD100 **or** Proficiency |
| IMT122 | Graphic Arts Design^ | 3 | ITD100 **or** Proficiency |
| | | **9** | |
| Second Semester | | | |
| AOT128 | Document Development and Website Maintenance^▲+ | 3 | ITD100 **or** Proficiency |
| AOT134 | Form Design Essentials | 1 | AOT127 |
| AOT130 | Editing, Proofreading and Language Skills | 3 | |
| | | **7** | |
| | **TOTAL CREDITS** | **16** | |

^Based upon SSC placement score

✹Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122

▲+ Spring only courses.  Please see your academic advisor for availability.