



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.

2024-25 Catalog
Effective Summer 2024

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

		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
ITD122	Computer Applications for Professionals ^{^✳}	3	ITD100 or Proficiency
AOT127	Word Processing – Microsoft Word [^]	3	ITD100 or Proficiency
IMT122	Graphic Arts Design [^]	<u>3</u>	ITD100 or Proficiency
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Second Semester

AOT128	Document Development and Website Maintenance ^{^▲+}	3	ITD100 or Proficiency
AOT134	Form Design Essentials	1	AOT127
AOT130	Editing, Proofreading and Language Skills	<u>3</u>	
		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.

The classes in this certificate also apply toward the completion of an Administrative Office Professional Degree (2120).