ADMINISTRATIVE SERVICES AND OFFICE APPLICATIONS – DESKTOP PUBLISHING

2156

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.

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	
AOT134	Form Design Essentials	1	pre-co-AOT127	
IMT122	Graphic Arts Design^	3	ITD100 **or** Proficiency	
ITD122	Computer Applications for Professionals^	3	ITD100 **or** Proficiency	
	TOTAL CREDIT HOURS	**13**		

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
AOT128	Document Development and Website Maintenance^▲+	3	ITD100 **or** Proficiency
AOT134	Form Design Essentials	1	pre-co-AOT127
	TOTAL CREDITS	**13**	

^Based upon SSC placement score

▲+ 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).