



ASSOCIATE IN APPLIED SCIENCE DEGREE

OFFICE SYSTEMS TECHNOLOGY DESKTOP PUBLISHING OPTION

Program Description

Thank you for your interest in the Associate of Applied Science Office Systems Technology Desktop Publishing Option. The Office Systems Technology program is an integrated curriculum which prepares graduates at the certificate, diploma and associate degree level. The Office Systems Technology program prepares students to work in an office environment of people, processes and technology. Job titles may include Administrative Assistant, Office Assistant, Office Manager and Financial Assistant. These personnel use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, database, and spreadsheet.). They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis. Technical courses combined with general education courses prepare students for today's workforce and provide a basis for lifelong learning, a necessity for the workforce of the future. All associate degrees must complete supervised work experience in an office prior to graduation. Program graduates are employed in professional offices, education, government, businesses and industries. Graduates may choose to sit for the Certified Professional Secretary Examination.

Home College

This degree is currently offered at [Bluegrass Community & Technical College](#) which must be designated as your Home College because only a Home College can confer a degree. Even though the classes may be delivered by different KCTCS colleges, the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

You may request KCTCS classes online at <http://www.kyvc.org> or you may register directly at any KCTCS college. Your request for classes through KYVC will go to the college you designate as Home College and the Registrar at the Home College will enroll you for classes once all admission requirements have been met. Additional information about KCTCS admission requirements and college contacts may be accessed at www.kctcs.edu/distancelearning.

Desktop Publishing Specialist:

Upon completion of this diploma the student can:

1. Communicate effectively using standard written English.
2. Use current software including operating systems, database, spreadsheet, word processing, presentation, voice recognition, and telecommunications.
3. Perform search strategies and evaluate information using the Internet and the World Wide Web.
4. Use computer software to format and combine text, numerical data, photographs, charts and other visual graphic elements to produce publications-ready material.
5. Write and edit text, create graphics to accompany text, convert photographs and drawings into digital images and then manipulate those images, design page layouts, create proposals, develop presentations and advertising campaigns, and perform color separation.
6. Produce books, business cards, calendars, magazines, newsletters, newspapers, packaging, slides, and tickets.
7. Convert text and graphics to an internet-ready format.

8. Use scanners to capture photographs, images or art as digital data that can be incorporated directly into electronic page layouts or further manipulated using computer software.
9. Correct mistakes or compensate for deficiencies in the original color print or transparency.
10. Create special effects or other visual images using publishing software and computers.
11. Create and format memos, letters, reports, and forms using word processing software.
12. Apply correct grammar and formatting to documents.
13. Create, update, and use electronic database software.

Course Description

Here is a listing of the classes involved in this degree. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at www.kctcs.edu/distancelearning under student services.

General Education:		
ENG 101	Writing I	3
	Second Writing Course approved by Program Coordinator	3
MT 105	Business Mathematics OR	3
MT 110	Applied Mathematics OR	(3)
	Higher Level Mathematics Course	(3)
	Heritage/Humanities Course	3
	Oral Communications Course	3
	Science Course	3 – 4
	Social Interaction Course**	3
	Computer Literacy Course	3
	Subtotal	24 - 25

**ACBSP accredited colleges must require Economics

Technical Core Courses:		
OST 110	Document Formatting and Word Processing	3
OST 210	Advanced Word Processing Applications	3
OST 240	Software Integration OR	(3)
CIS 130	Microcomputer Applications	3
OST 235	Business Communications Technology	3
OST 275	Office Management	3
Subtotal		15

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Required:		
OST 130	Typography	3
OST 160	Records and Database Management	3
OST 215	Office Procedures	3
OST 225	Introduction to Desktop Publishing	3
OST 250	Advanced Desktop Publishing	3
OST 255	Introduction to Business Graphics	3
OST 272	Presentation Graphics	3
OST 295	Office System Technology Internship OR	3
COE 199	Cooperative Education	(2 – 3)
Desktop Publishing Option Credit Hours		23 - 24
Total Credit Hours		62 - 64
OST AAS Desktop Publishing Option		

COURSES: <http://www.kctcs.edu/distancelearning/Courses.htm>
CONTACTS: <http://www.kctcs.edu/distancelearning/collegeContacts.htm>
FINANCIAL AID: <http://kctcs.edu/student/financialaidscholarships/index.htm>
GETTING STARTED: <http://www.kctcs.edu/distancelearning/gettingstarted.htm>
KCTCS CONTACTS: <http://kctcs.edu/distancelearning/DLPeerTeam.htm>
ONLINE BOOKSTORE: <http://www.campusstores.com/kctcs/index.asp>
STUDENT TUTORIAL: <http://www.kctcs.edu/distancelearning/tutorials.htm>