DIPLOMA
OFFICE SYSTEMS TECHNOLOGY
DESKTOP PUBLISHING SPECIALIST

Program Description

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, process, and technologies. 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. Students select an area of specialty from the following tracks: financial assistant, administrative, desktop publishing, and legal. Program graduates are employed in professional office, education, government, businesses, and industries. Graduates may choose to sit for the Certified Professional Secretary Examination or Certified Administrative Professional Examination or Microsoft Office Specialists Certifications.

Students entering this program will need to have basic computer skills and keyboarding skills. (Refer to Technical Standards for Office Systems Technology Program.)

List of Colleges

Ashland Community & Technical College, Big Sandy Community & Technical College, Bowling Green Technical, College, Bluegrass Community & Technical College, Elizabethtown Community & Technical College, Jefferson Community & Technical College, Maysville Community & Technical College, Somerset Community College & West Kentucky Community & Technical College offer this diploma.

One of these colleges must be designated as your Home College. Even though the classes will 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

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org. KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx.

Diploma: Desktop Publishing Specialist:

Upon completion of this program, the graduate can:

1. Communicate effectively using standard written English.
2. Use current software including operation systems, database, spreadsheet, word processing, presentation, and voice recognition.
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 and place on website.
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.

Course Requirements

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 http://www.kctcs.edu/en/Students/LearnByTerm.aspx under student services.

Desktop Publishing Specialist			
General Education			
Course Prefix	**Course Number**	**Course Title**	**Credit Hours**
OST	108	Editing Skills for the Office Professional OR	3
ENG	101	Writing I	(3)
OST	213	Business Calculations for the Office Professional OR	3
MAT	105	Business Mathematics OR	(3)
		Higher Level Quantitative Reasoning Course	(3)
		Total General Education	**6**
Technical Courses			
Course Prefix	**Course Number**	**Course Title**	**Credit Hours**
OST	105	Introduction to Information Systems	3
OST	110	Document Formatting and Word Processing	3
OST	130	Typography	3
OST	160	Records and Database Management	3
OST	210	Advanced Word Processing Applications	3
OST	215	Office Procedures	3
OST	225	Introduction to Desktop Publishing	3
OST	235	Business Communication Technology	3
OST	240	Software Integration	3
OST	250	Advanced Desktop Publishing	3
OST	255	Introduction to Business Graphics	3
OST	272	Presentation Graphics	3
OST	220	Administrative Office Simulation OR	3
OST	295	Office Systems Technology Internship OR	(3)
COE	199	Cooperative Education	(2-3)
		Total Technical Hours	**38-39**
		Total Credit Hours	**44-45**

HELPFUL LINKS

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx
CALENDAR: http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx
CONTACTS: http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx
COURSES: http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx
FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx
GETTING STARTED: http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx
STUDENT TUTORIAL: http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx
KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/

Dates of Actions:

Dates of Previous Actions:

Approval: August 2003

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