



Technical Certificate in Administrative Support
2016-2017 Degree Plan

Course Sequence

31 Credit Hours

Course Number	Course Title	Prerequisites	Semester Completed	Grade
FIRST SEMESTER (FALL) - 16 CREDIT HOURS				
OT 11084	Keyboarding/Data Entry			
OT 11093	Business English			
OT 11043	Records & Information Management			
CE11003	Workplace Essentials			
CS11033	Computer Fundamentals	Beginning Keyboarding (pre or co-requisite) or keyboarding ability of 30 nwpm by touch.		
SECOND SEMESTER (SPRING) - 15 CREDIT HOURS				
AC 11003	Survey of Accounting			
OT 21083	Word Processing	Demonstrated typing speed of 30 nwpm		
CS 21003	Spreadsheet Applications	CS 11033 Computer Fundamentals		
MG 21073	Teamwork/Team Building			
MK 21043	Customer Service			

**Prerequisites must be completed with a grade of C or higher before enrolling in the required course.*

NOTE: To receive a Technical Certificate, a C or higher is required in all courses.