

**CERTIFICATE OF PROFICIENCY WORKSHEET  
CLERICAL ASSISTANT**

Courses prerequisite to another class require a minimum grade of "C" in order to advance to the next course.

Completed	Grade	Semester	Discipline	Class #	Class Name	Hours
<b>Major Specific Courses - 15 Credit Hours Total</b>						
All courses are required						
<input type="checkbox"/>		Fall/Spring	OFAD	1053	<b>Business Math</b> Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD-9031 Foundations of College Math 1C	3
	OR					
		Fall/Spring	MATH	1053	<b>Applied Mathematics</b> Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD 9031 Foundations of College Math 1	
<input type="checkbox"/>		Fall/Spring	OFAD	1133	<b>Business English</b>	3
<input type="checkbox"/>		Fall/Sp/Su	CIS	1013	<b>Information Systems I</b> Prerequisites: OFAD 1103 Keyboarding ; CIS 1001 Intro to Computing I or competency test	3
<input type="checkbox"/>		Fall/Spring	OFAD	1083	<b>Word Processing I</b> Prerequisite: OFAD 1103 Keyboarding or competency test	3
<input type="checkbox"/>		Fall/Spring	OFAD	1203	<b>Business Practices &amp; Procedures</b>	3

Minimum Total Credit Hours: **15**

**Bring this degree plan every time you meet with a counselor for advising and updating.  
NOTE: STUDENTS MUST SUBMIT A GRADUATION APPLICATION TO RECEIVE ANY DEGREE OR CERTIFICATE.  
SEE ACADEMIC CALENDAR FOR SUBMISSION DEADLINES.**