

TECHNICAL CERTIFICATE WORKSHEET OFFICE ADMINISTRATION

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

Section Completed	Completed	Grade	Semester	Discipline	Class #	Class Name	Hours
Major Specific Courses - 30 Credit Hours Total							
All courses are required							
<input type="checkbox"/>	<input type="checkbox"/>		Fall/Spring	OFAD	1053	Business Math Prerequisite: PCL 0063 Basic Math, or ACT 18, or the numerical equivalent on the COMPASS test	3
		OR					
			Fall/Sp/Su	MATH	1053	Applied Mathematics 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	
			Fall/Spring	OFAD	1133	Business English	3
			Fall/Sp/Su	CIS	1013	Information Systems I Prerequisites: OFAD 1103 Keyboarding or equivalent; CIS 1001 Introduction to Computing I or competency test	3
			Fall/Spring	OFAD	1083	Word Processing I Prerequisite: OFAD 1103 Keyboarding	3
			Fall/Spring	OFAD	1203	Business Practices & Procedures	3
			Spring	OFAD	1093	Machine Transcription Prerequisite: OFAD 1133-Business English and OFAD 1083 Word Processing I	3
			Spring	OFAD	2053	Word Processing II Prerequisite: OFAD 1083-Word Processing I. Recommended: OFAD 1133-Business English.	3
			Fall/Sp/Su	ACT	1103	Principles of Accounting I	3
			Fall/Spring	CIS	2013	Information Systems II Prerequisite: CIS 1013 Information Systems I	3
			Summer	OFAD	2393	Office Support Internship Prerequisites: All classes for the Office Support Technical Certificate must be completed and a "C" average maintained	3
Major Specific Courses - 3 Credit Hours Total							
Select one of the following courses							
<input type="checkbox"/>	<input type="checkbox"/>		Fall/Spring	CIS	1203	Presentation Graphics/Desktop Publishing Prerequisite: 1013 Information Systems or instructor approval	3
	<input type="checkbox"/>		Fall/Spring	CIS	1903	Web Design FrontPage Prerequisite: CIS 1013 Information Systems I; internet literacy	

Minimum Total Credit Hours: **33**

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.