2013-14
52.0204/4270

This worksheet is to be used as a guide and may be subject to change without prior notice.
Bring this degree plan every time you meet with a counselor for advising and updating.

1 of 1
Updated 8/27/2013

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	Discipline	Class #	Class Name	Hours
Major Specific Courses - 30 Credit Hours Total					
All courses are required					
☐	☐	MATH	1053	**Applied Mathematics** Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of Foundations of College Math 1	3
	☐	OFAD	1133	**Business English**	3
	☐	CIS	1013	**Information Systems I** Prerequisites: OFAD 1103 Keyboarding or equivalent; CIS 1001 Introduction to Computing Ior competency test	3
	☐	OFAD	1083	**Word Processing I** Prerequisite: OFAD 1103 Keyboarding	3
	☐	OFAD	1203	**Business Practices & Procedures**	3
	☐	OFAD	1093	**Machine Transcription** Prerequisite: OFAD 1133-Business English and OFAD 1083 Word Processing I	3
	☐	OFAD	2053	**Word Processing II** Prerequisite: OFAD 1083 Word Processing I. Recommended: OFAD 1133 Business English.	3
	☐	ACT	1103	**Principles of Accounting I** ACT 1002 Basic Accounting or ACT score of 18 in math (or comparable COMPASS score) and Business English or English Composition I or an ACT score of 17 in Reading (or comparable COMPASS score)	3
	☐	CIS	2013	**Information Systems II** Prerequisite: CIS 1013 Information Systems I	3
	☐	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					
☐	☐	CIS	1203	**Presentation Graphics/Desktop Publishing** Prerequisite: 1013 Information Systems I or instructor approval	3
	☐	CIS	1903	**Web Design Expressions** Prerequisite: CIS 1013 Information Systems I	

Minimum Total Credit Hours: **33**