Division of Academic and Student Affairs
2019-2020 Degree Plan

ADMINISRTATIVE TECHNOLOGY SPECIALIST
Certificate of Technical Studies

Student's Name: Banner ID Number: U

Course Prefix	Course Number	Course Title	Credit Hour	Grade	Term	Substitute (S) or Transfer (T)	Transfer Institution
Fall Semester							
OSBT	115S	Document Formatting and Production	3				
OSBT	120S	Keyboard Skill Building	3				
CMPS	215S	Business Application	3				
OSBT	125S	Personal and Professional Development	1				
OSBT	130S	Records and Data Base Management	3				
OSBT	135S	Mechanics of Communication	3				
			16				
Spring Semester							
OSBT	140S	Business Mathematics	3				
OSBT	145S	Machine Transcription	3				
OSBT	150S	Desktop Publishing	3				
ACCT	220S	Computerized Accounting	3				
OSBT	155S	Administrative Office Procedure	3				
OSBT	160S	Supervised Work Experience	2				
			17				
TOTAL CREDIT HOURS:			**33**				

Approved by:

_____   _____
Student's Signature   Date

_____   _____
Advisor's Signature   Date

_____   _____
Division Head's Signature   Date