



Division of Academic Affairs and Workforce Development
2021-2022 Degree Plan
ADMINISTRATIVE TECHNOLOGY SPECIALIST
Certificate of Technical Studies

Student's Name:

Banner ID Number: U

Fall Semester							
Course Prefix	Course Number	Course Title	Credit Hour	Grade	Term	Substitute (S) or Transfer (T)	Transfer Institution
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	<u>3</u>				
			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	<u>2</u>				
			17				
TOTAL CREDIT HOURS:			33				

Approved by:

Student's Signature

Date

Advisor's Signature

Date

Division Head's Signature

Date