



**Division of Academic Affairs and Workforce Development**

2020-2021 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           |       |      |                                |                      |
|                            | 135S          | Mechanics of Communication            | <u>3</u>    |       |      |                                |                      |
|                            |               |                                       | <b>16</b>   |       |      |                                |                      |
| 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>    |       |      |                                |                      |
|                            |               |                                       | <b>17</b>   |       |      |                                |                      |
| <b>TOTAL CREDIT HOURS:</b> |               |                                       | <b>33</b>   |       |      |                                |                      |

Approved by:

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Student's Signature

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Date

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Advisor's Signature

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Date

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Division Head's Signature

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Date