# ADMINISTRATIVE TECHNOLOGY SPECIALIST

Certificate of Technical Studies

Student's Name: _____          Banner ID Number: 9000

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

Approved by:

_____          _____
Student's Signature                                             Date

_____          _____
Advisor's Signature                                             Date

_____          _____
Division Head's Signature                                    Date