



Division of Academic and Student Affairs
2017-2019 Degree Plan

ADMINISTRATIVE TECHNOLOGY SPECIALIST
 Certificate of Technical Studies

Student's Name:

Banner ID Number: U

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