Student Name _____ ID Number _____

TECHNICAL CERTIFICATE
OFFICE TECHNOLOGY

ADVANCED TECHNICAL CERTIFICATE
ADMINISTRATIVE ASSISTANT
2008 - 2009

ATC	
CERT	

Technical Certificate
Office Technology

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communications			
HRPT 185	Human Relations in Organizations	3		
	TOTAL	6		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
ACCPT 101	Basic Accounting I	3		
ACCPT 214	Computerized Accounting	1		
CITPT 102	Computerized Ten-key	1		
CITPT 110	Business Computer Skills	3		
CITPT 212	Spreadsheets & Databases	3		
GNBPT 122	Business English	3		
GNBPT 202	Professional Math Applications	3		
GNBPT 222	Proofreading	3		
OFFPT 233	Office Procedures	3		
WRPPT 200	Word Processing	3		
	TOTAL	26		

SUMMARY			
GENERAL EDUCATION	6		
PROGRAM REQUIREMENTS	26		
TOTAL	32		

Advanced Technical Certificate
Administrative Assistant

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communications			
HRPT 185	Human Relations in Organizations	3		
	TOTAL	6		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
ACCPT 101	Basic Accounting I	3		
ACCPT 214	Computerized Accounting	1		
CITPT 102	Computerized Ten-key	1		
CITPT 110	Business Computer Skills	3		
CITPT 212	Spreadsheets & Databases	3		
CITPT 214	Desktop Publishing	3		
CITPT 275	Web Development	3		
GNBPT 122	Business English	3		
GNBPT 202	Professional Math Applications	3		
GNBPT 222	Proofreading	3		
GNBPT 245	Business Writing	3		
GNBPT 296	Work-based Learning (Co-Op)	3		
MGTPT 220	Supervision **OR**	3		
MGTPT 275	Intro to Human Resource Mgmt			
OFFPT 233	Office Procedures	3		
OFFPT 254	Transcription	3		
WRPPT 200	Word Processing	6		
	TOTAL	47		

SUMMARY			
GENERAL EDUCATION	6		
PROGRAM REQUIREMENTS	47		
TOTAL	53		

NOTES, SUBSTITUTIONS & WAIVERS

Division Chair _____ **Date** _____ **Advisor** _____ **Date** _____