



CERTIFICATE IN ADMINISTRATIVE SUPPORT

(DAY AND EVENING)

FIRST SEMESTER

C – 0 – CR

AOT 134	Office Communications**	3 – 0 – 3.0
AOT 141	Office Procedures I**	3 – 0 – 3.0
AOT 180	Customer Service**	3 – 0 – 3.0
CPT 101	Introduction to Computers**	<u>3 – 0 – 3.0</u>
		12 – 0 – 12.0

SECOND SEMESTER

ACC 111	Accounting Concepts**	3 – 0 – 3.0
AOT 133	Professional Development**	3 – 0 – 3.0
AOT 142	Office Procedures II**	3 – 0 – 3.0
CPT 179	Microcomputer Word Processing**	3 – 0 – 3.0
CWE 131	Cooperative Work Experience**	<u>0 – 5 – 1.0</u>
		12 – 5 – 13.0

**A grade of "C" or better is required.

TOTAL CREDITS: 25.0

PROGRAM ADDITIONS: AOT 180
PROGRAM DELETIONS: MKT 135

Pre-requisites: AOT 100 = Total 3 credits or Exemption by Exam

3/23/12