

Business – Certificate/General Office Support

Certificate of Mastery

Minimum of 19 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT INTO THIS PROGRAM.

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree in Administrative Office Technology.

Program Information: The General Office Support option provides training for the individual who enjoys working in the office environment. Students will acquire the basic skills needed to obtain an entry-level position.

Course #	Course Name	Credits	Type	Prerequisites
<i>Suggested Freshman 1st Semester</i>				
AOT 1113	(C) COMPUTER KEYBOARDING	3	Major	(R) (W)
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<i>Suggested Freshman 2nd Semester</i>				
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2473	(C) OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major	(R) (W)
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*

Major Courses: (15 credit hours) General Office Support: (C)AOT 1113; (C)AOT 1713; (C)AOT 2313; (C)AOT 2473; (C)AOT 2660

General Education Courses: (3 credit hours) Electives: 3 credit hours of faculty guided elective

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. 1 #Cooperative agreements have been established with Francis Tuttle, Moore Norman and Mid America Technology Center.

(C) These courses require a minimum of a "C" grade.