



**Certificate of Proficiency in Clerical Support**  
**2013-2014 Degree Plan**

**Suggested Course Sequence**

**16 Credit Hours**

<b>Course Number</b>	<b>Course Title</b>	<b>Prerequisites</b>	<b>Semester Completed</b>	<b>Grade</b>
OT 11003 <b>OR</b> OT 11033	Beginning Keyboarding Computer Fundamentals*	*Computer Fundamentals: Beginning Keyboarding (pre or co-requisite) or keyboarding ability of 20 wpm by touch		
OT 11043	Records & Information Management			
CE11003	Workplace Essentials			
OT 11073	Data Entry Applications			
OT 11061	The Total Office			
MK 21043	Customer Service			

**NOTE:** To receive a Certificate of Proficiency, a C or above is required in all courses.