



**Certificate of Proficiency in Clerical Support**  
2014-2015 Degree Plan

Course Sequence

16 Credit Hours

Course Number	Course Title	Prerequisites	Semester Completed	Grade
<b>FALL SEMESTER - 9 CREDIT HOURS</b>				
OT 11003	Beginning Keyboarding			
OT 11043	Records & Information Management			
CE11003	Workplace Essentials			
<b>SPRING SEMESTER - 7 CREDIT HOURS</b>				
OT 11073	Data Entry Applications			
OT 11061	The Total Office			
CS11033	Computer Fundamentals	Beginning Keyboarding (pre or co-requisite) or keyboarding ability of 20 wpm by touch.		

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