



**Certificate of Proficiency in Clerical Support  
2015-2016 Degree Plan**

Course Sequence

16 Credit Hours

Course Number	Course Title	Prerequisites	Semester Completed	Grade
<b>FIRST SEMESTER (FALL) - 9 CREDIT HOURS</b>				
OT 11003	Beginning Keyboarding			
OT 11043	Records & Information Management			
CE11003	Workplace Essentials			
<b>SECOND SEMESTER (SPRING) - 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 30 nwpm by touch.		

*\*Prerequisites must be completed with a grade of C or higher before enrolling in the required course.*

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