



**Certificate of Proficiency in Clerical Support**  
2012-2013 Degree Plan

Suggested Course Sequence

16 Credit Hours

Course Number	Course Title	Prerequisites	Semester Completed	Grade
<b>FIRST SEMESTER - 9 CREDIT HOURS</b>				
OT 11003 <u>OR</u> OT 11033	Beginning Keyboarding  Computer Fundamentals	Beginning Keyboarding (pre or co-requisite) or keyboarding ability of 20 wpm by touch		
OT 11043	Records & Information Management			
CE11003	Workplace Essentials			
<b>SECOND SEMESTER - 7 CREDIT HOURS</b>				
OT 11073	Data Entry Applications	OT 11003 Beginning Keyboarding or equivalent coursework		
OT 11061	The Total Office			
MK 21043	Customer Service			

\*Prerequisite courses should be completed as early as possible.

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