



**ADMINISTRATIVE ASSISTANT
CERTIFICATE CHECKLIST
2008, 2009, 2010 Catalog**

NAME: _____ STUDENT ID#: _____

For Office Use Only

First Check: _____ Second Check: _____

Lacking: _____ Lacking: _____

GPA: _____ GPA: _____

Hours: _____ Hours: _____

| | | YES | NO |
|--|-----------|--------------------------|--------------------------|
| BOTK 1555 (Basic Office Skills) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BOTK 1650 (Keyboard Apps. II) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BOTK 2750 (Records Management) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BOTK 2810 (Accounting Procedure I) or ACCT 2010 (Principles of Accounting I) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BOTK 2900 (Office Systems and Procedures) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| CMAP 1705 (Word Processing) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| CMAP 1750 (Spreadsheet App. I) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| COSC 1200 (Computer Information Systems) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| ENGL 1010 (English Composition I) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| ENGL 2010 (Technical Writing) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| OIS ELECTIVE | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |

ACCT 2110; BOTK 1900; CMAP 1800, 1905, 2600; COSC 1350; or IMGT 2400

TOTAL CREDIT HOURS NEEDED: 33

Advisor's Signature

Date

Student's Signature

Date