

Administrative Office Technology (curriculum effective Jan. 2016) Financial Assistant Trainee Certificate

Academic Plan Code: **5204023139**

Name		Student ID Number		Date Entered:	
Address	Phone:			Proposed Graduation Date:	
	Email:				
			Student Signature:		Date:
			Advisor Signature:		Date:

Advisor: Robert Smith
 Program Coordinator
 Office Systems Technology
 Technology Center Office No. 124
 P. O. Box 2100, 720 North Drive
 Hopkinsville, KY 42241-2100
 (270) 707-3892

Remedial Courses As Needed	Grade	Semester Taken
010 RDG / 020 RDG / 030 RDG Reading Courses		
ENC090 - Foundations of College Writing I		
ENC091 - Foundations of College Writing II		
MT55 - Pre-Algebra		
MT65 - Elementary Algebra		

General Education Courses	Credit Hours	Grade	Semester Taken
MT105(MT110) - Mathematics for Business	3		
Total Gen. Ed. Semester Hours	3		

Office Systems Technology Courses Financial Assistant Trainee Certificate	Credit Hours	Grade	Semester Taken
CIT 105 - Intro. To Computer Applications	3		
OST110 - Document Formatting and Word Processing	3		
ACT101 - Basic Accounting and Applications	3		
Total Office Systems Tech. Semester Hours	9		

Total Semester Hours Required for Certificate	12
--	-----------