

# 2009-10 Catalog

## Office Technology Certificate of Proficiency Degree Plan

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

*If transfer course, write in course title, dept. and number next to PTC course name.*

Office Technology Certificate of Proficiency (18 credit hours)			SEMESTER	CREDITS AT PTC	HOURS EARNED BY TRANSFER	TRANSFER COLLEGE	NEEDED FOR GRADUATION
<b>GENERAL EDUCATION CLASSES – 6 credit hours</b>							
<b>ENGL</b>	1311	English Composition I					
<b>MATH</b>	1301	College Business Mathematics					
<b>BUSINESS/CIS CLASSES – 12 credit hours</b>							
<b>BUS</b>	1113	Business Machines/Math Applications					
<b>BUS</b>	1233	Document Processing					
<b>BUS</b>	1513	Introduction to Word Processing/Microsoft® Word					
<b>CIS</b>	1103	Computer Concepts					
<b>TOTAL HOURS</b>							