

**Certificate****ADMINISTRATIVE SUPPORT**

If you enjoy working in an office environment and would like to get to work quickly, the Administrative Support certificate program is for you. This curriculum prepares you for entry-level office occupations and is ideal for students who are looking for a program that provides the skills needed for many office positions.

**PROGRAM INFORMATION****Course Sequence and Progression Requirements:**

A minimum grade of C or better is required for all AOT-prefixed courses for progression and graduation. Most Administrative Support (AOT) courses are offered only once each year, so following the recommended course sequence is extremely important.

**First Semester - Fall**

AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3
AOT 239	Computerized Office Accounting	3
	<b>TOTAL</b>	<b>12</b>

**Second Semester - Spring**

AOT 110	Document Formatting	3
AOT 234	Admin. Office Communications	3
ENG 155	Communications I	3
PSY 103	Human Relations	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>24</b>

For more information about gainful employment, visit: <https://www.hgtc.edu/righttoknow>.