

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
	TOTAL	12

Second Semester - Spring

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

*PSY 201 may be taken in place of PSY 103.

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