

Navajo Technical University

Name: _____ ID#: _____

Certificate – Administrative Office Specialist Requirements: 33 Credits

The certificate provides graduates with the knowledge and skills needed for entry level positions in today's offices. Students upon completion of the certificate program have the option of continuing for an AAS degree in Administrative Office Specialist.

GENERAL EDUCATION REQUIREMENTS		Credits	Prerequisites	Semester/Transfer	Grade
ENG 105	Applied Technical Writing	3	ENG098		
MTH 113	Technical Mathematics II	3	MTH098		
NAVXXX	Dine Studies Course	3			
CMP101	Introduction to Computers	3			
ADMINISTRATIVE OFFICE SPECIALIST CORE COURSES					
Semester ONE		Credits			
ADM 101	Keyboarding & Formatting I	3			
ADM 113	Office Procedures	3			
ADM 115	Records Management	3			
SSC 100	College Success Skills	3			
Semester TWO					
ADM 111	Keyboarding & Formatting II	3	ADM101		
ADM 114	Business Mathematics & Calculators	3	2 nd Semester Student		
LAW 101	Introduction to Law	3			
TOTAL REQUIRED CREDIT HOURS		33			

*** Please check course descriptions for the appropriate prerequisite course(s).*

	Signatures	Date
Student:		
Advisor:		
Registrar:		
Graduation Date:		