

Navajo Technical University

Name: _____ ID#: _____

Certificate – Administrative Office Specialist Requirements: 31 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
ENGL1210	Technical Communications	3	ENGL100 or satisfactory placement scores		
MTH 113	Technical Mathematics or higher	3	SEE CATALOG		
NAVXXX	Dine Studies Course	3			
BCIS 1115	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	1			
Semester TWO		Credits			
ADM 111	Keyboarding & Formatting II	3	ADM101		
ADM 105	MS Excel Application	3			
CJUS 1110	Introduction to Criminal Justice	3			
TOTAL REQUIRED CREDIT HOURS		31			

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

	Signatures	Date
Student:		
Advisor:		
Registrar:		
Graduation Date:		

Updated 7/17/2026