



DENMARK TECHNICAL COLLEGE



DIPLOMA: APPLIED SCIENCE IN ADMINISTRATIVE SUPPORT (45 SHC)

GENERAL EDUCATION: MINIMUM (9 SHC)

Student must be a high school graduate.

Student Name: _____

Student ID: _____

Semester: _____

PLACEMENT RDG _____ MAT _____ ENG _____
If the required placement test scores are not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
COMMUNICATIONS					
ENG 101 ENGLISH COMPOSITION I (3-0-3)			3 SHC	1 ST SEM	(SHC) TERM GRADE
				COL 103	_____
				AOT 133	_____
HUMANITIES/FINE ARTS					
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)			3 SHC	1 ST SEM	(SHC) TERM GRADE
				ENG 101	_____
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)				MAT 155	_____
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)				CPT 101	_____
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)				2 ND SEM	(SHC) TERM GRADE
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)				AOT 110	_____
				AOT 141	_____
				AOT 163	_____
				CPT 170	_____
NATURAL SCIENCES/MATHEMATICS (NSM)					
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)			3 SHC	3 RD SEM	(SHC) TERM GRADE
REQUIRED CORE SUBJECT AREAS					
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)			15 SHC	ACC 101	_____
AOT 105 KEYBOARDING (3-0-3)				HUM REQ	_____
AOT 110 DOCUMENT FORMATTING (3-0-3)				AOT 120	_____
AOT 141 OFFICE PROCEDURES I (3-0-3)				AOT 167	_____
AOT 163 WORD PROCESSING (3-0-3)				MKT 135	_____
OTHER HOURS FOR GRADUATION					
COL 103 COLLEGE SKILLS (3-0-3)			21 SHC		
ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)					
AOT 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)					
AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)					
CPT 170 MICROCOMPUTER APPLICATION (3-0-3)					
MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3)					

TOTAL 45 SHC

Administrative Support

Program Description: The Administrative Support Program prepares students in basic word-processing, machine transcription, filing, and computer and calculator functions for employment in these career fields.