DENMARK TECHNICAL COLLEGE

DIPLOMA: APPLIED SCIENCE IN ADMINISTRATIVE SUPPORT (45 SHC)

GENERAL EDUCATION: MINIMUM (9 SHC)
Student must be a high school graduate.

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

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<th>COURSE</th>
<th>LECT</th>
<th>LAB</th>
<th>SHC</th>
<th>SEMESTER TAKEN</th>
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<td>MAT 155</td>
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COMMUNICATIONS 3 SHC
ENG 101 ENGLISH COMPOSITION I (3-0-3)

HUMANITIES/FINE ARTS 3 SHC
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)

NATURAL SCIENCES/MATHEMATICS (NSM) 3 SHC
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)

REQUIRED CORE SUBJECT AREAS 15 SHC
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)
AOT 105 KEYBOARDING (3-0-3)
AOT 110 DOCUMENT Formatting (3-0-3)
AOT 141 OFFICE PROCEDURES I (3-0-3)
AOT 163 WORD PROCESSING (3-0-3)
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)

OTHER HOURS FOR GRADUATION 21 SHC
COL 103 COLLEGE SKILLS (3-0-3)

DIPLOMA: APPLIED SCIENCE IN ADMINISTRATIVE SUPPORT (45 SHC)

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.