

Fort Scott Community College
Department of Business

Recommendations for students interested in the Administrative Specialist Certificate

This sheet may be printed and used as a check off list of classes to be taken.

Administrative Specialist Certificate

Semester 1	Hours
Field Study I*	3____
Business Math	3____
Keyboarding II	3____
Business Communication	3____
Semester 2	
Microcomputers Apps	3____
Intro to Business	3____
Field Study II*	3____
Graphic Software	3____
Principles of Accounting	3____
Semester 3	
Employee Human Relations	3____
Personal Computing	3____
Advanced Excel/Micro Apps II	
Customer Service Fund	1____
Business Elective	3____
Total	35 hours

Notes

*Student must be working 10-15 hours per week.

While we do suggest these classes, we recognize that a student may take classes in different semesters, use caution, some classes may need to be taken in a specific order.

Students wishing to receive an Associate of Applied Science degree will need to meet the required General Education courses outlined in the catalog.