

Office Administration (A25370)
Certificate
Office Professional (C25370P)
(Online)
PROGRAM PLANNING GUIDE

Origination Date: Fall 2017

*** This certificate will require the student to demonstrate that they are ready to enter a college level reading/English course - DRE 098 **

Curriculum By Semester					
<u>Course No.</u>		<u>Course Title</u>	Hours Per Week		Credits
			Class	Lab	
FALL 1					
OST	122	Office Computations	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	184	Records Management	2	2	3
SPRING 1					
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
GRADUATION REQUIREMENT			Credit Hours		18

Registrar's Office Processed - 2/15/17