

**OFFICE ADMINISTRATION (A25370)**  
*Certificate*  
**Office Software (C25370SA)**

**PROGRAM PLANNING GUIDE**

Origination Date: Fall 2017

**Curriculum By Semester**

Course No.		Course Title	Hours Per Week		Credits
			Class	Lab	
CTS	130	Spreadsheet	2	2	3
OST	136	Word Processing	2	2	3
OST	137	Office Applications I	2	2	3
OST	236	Adv Word Processing	2	2	3
CTS	230	Advanced Spreadsheet	2	2	3

**GRADUATION REQUIREMENT**

**Credit Hours    15**

Registrar's Office Approved - 5/15/17