



Office Administration –Basic Office Skills Certificate
Curriculum Code C25370A

Course Number	Course Title	Prerequisites	Class	Lab	Credit
First Semester: Fall					
OST 130	Comprehensive Keyboarding		2	2	3
OST 137	Office Applications I		2	2	3
OST 184	Records Management		2	2	3
	Semester Totals		6	6	9
Second Semester: Spring					
OST 134	Text Entry & Formatting	OST 130 (recommended)	2	2	3
OST 136	Word Processing		2	2	3
OST 164	Office Editing		3	0	3
	Semester Totals		7	4	9
	Cumulative Totals				18