



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 | | 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 |