

**BEAUFORT COUNTY COMMUNITY COLLEGE 2022-2023**  
**Office Administration – Word Processing Specialist Certificate**  
 Curriculum Code C25370B

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
Year 1		First Semester: Fall				
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I		2	2	3
		Semester Totals		4	4	6
Year 1		Second Semester: Spring				
	OST 134	Text Entry & Formatting	OST 130 (suggested)	2	2	3
	OST 136	Word Processing		2	2	3
	OST 164	Office Editing		3	0	3
		Semester Totals		7	4	9
Year 2		Third Semester: Fall				
	OST 236	Adv Word Processing	OST 136	2	2	3
		Semester Totals		2	2	3
		Cumulative Totals				18