

Office Administration

Office Professional (C25370P)

Certificate (Online)

PROGRAM PLANNING GUIDE

Revised Date: Fall 2020

*** This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course - DRE 098 or ENG 002 **

Courses taken more than 5 yrs. ago may not receive transfer credit. Consult your advisor for details.

			Hours Per Week		Credits
			Class	Lab	
FIRST SEMESTER					
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
SECOND SEMESTER					
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3

GRADUATION REQUIREMENT:

Credit Hours 18

Registrar's Office Approved - 4/2/20