

Office Administration

Office Software (C25370S) *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**

			Hours Per Week		
			Class	Lab	Credits
FIRST SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	136	Word Processing	2	2	3
OST	137	Office Applications I	2	2	3
SECOND SEMESTER					
OST	236	Adv Word Processing	2	2	3
CTS	230	Advanced Spreadsheet	2	2	3

GRADUATION REQUIREMENT:

Credit Hours 15

Registrar's Office Approved - 4/2/20