

OFFICE ADMINISTRATION ONE-YEAR CERTIFICATE



- **Fall Semester**

OST 131 Keyboarding

OST 137 Office Software Applications

- **Spring Semester**

OST 136 Word Processing

CTS 130 Spreadsheets

- **Fall Semester**

OST 236 Adv. Word/info Processing

OST 184 Records Management

FOR MORE INFORMATION CONTACT:

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