

OFFICE ADMINISTRATION

CERTIFICATE PROGRAMS

Student Name _____

Entry Date _____

OFFICE ADMINISTRATION CERTIFICATE
C25370A

Fall Semester

Reg/Comp	Course	Name	Class	Lab	Credit	Prereq
	OST 131	Keyboard	1	2	2	
	OST 137	Office Software	2	3	3	

Spring Semester

Reg/Comp	Course	Name	Class	Lab	Credit	Prereq
	CTS 130	Spreadsheets	2	2	3	OST 137
	OST 136	Word Process	1	2	2	OST 131

Fall Semester

Reg/Comp	Course	Name	Class	Lab	Credit	Prereq
	OST 236	Adv Word/Info	2	2	3	OST 136
	OST 184	Records Mgmt	2	2	3	