

## Office Administration

### Office Professional (C25370P)

*Certificate (Online)*

#### PROGRAM PLANNING GUIDE

#### Revised Date: Fall 2023

\*\*\* 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.

#### Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
<b>FIRST SEMESTER</b>					
CIS	110	Intro to Computers	2	2	3
OST	122	Office Computations	2	2	3
OST	164	Office Editing	3	0	3
OST	181	Office Procedures	2	2	3
<b>SECOND SEMESTER</b>					
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3

**GRADUATION REQUIREMENT:**

**Credit Hours      18**