

## Office Administration

### Office Software (C25370S) *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\*\***

#### Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
<b>FIRST SEMESTER</b>					
CTS	130	Spreadsheet	2	2	3
CIS	110	Intro to Computers	2	2	3
OST	136	Word Processing	2	2	3
<b>SECOND SEMESTER</b>					
OST	236	Adv Word Processing	2	2	3
CTS	230	Advanced Spreadsheet	2	2	3

**GRADUATION REQUIREMENT:**

**Credit Hours      15**