



# Career and College Promise

## Office Administration-Certificate (C25370T)

The Office Administration certificate prepares individuals for positions in administrative support careers.

Course Code		Course Name	Credit Hours
	OST-130	Comprehensive Keyboarding	3.0
	OST-134	Text Entry & Formatting	3.0
	OST-136	Word Processing	3.0
	OST-164	Office Editing	3.0
<b>Total Semester Credit Hours</b>			<b>12</b>