



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	Text Editing Applications	3.0
OST-184	Records Management	3.0
Total Semester Credit Hours		15