



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
	OST-184	Records Management	3.0
Total Semester Credit Hours			15