



Office Administration C25370 Certificate



Name:	
SID:	
Address:	
City/ST/ZIP:	
Phone:	
E-mail:	

Effective Fall 2012

Placement Test Scores: R: W: N: EA: IA:

Developmental English and ACA (As Needed)

Developmental Math (As Needed)

Fall I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 131	Keyboarding	None	None	2	1	2			
OST 184	Records Management	ENG 095, ENG 095A	None	3	2	2			
OST 284	Emerging Technologies	None	None	2	1	1			
Semester Totals:				7	4	5	0		

Spring I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 136	Word Processing	OST 131 , ENG 095, 095A	None	3	2	2			
OST 164	Text, Editing & Applications	OST 131 , ENG 095, 095A	None	3	3	0			
Semester Totals:				6	5	2	0		
Total Semester Hour Credit				13					