

# OFFICE ADMINISTRATION

## Certificate

### FALL COURSES

Course	Title	Pre-requisites	Lecture Hours	Lab Hours	Credit Hours	Main Campus	Online
<b>OST 131</b>	Keyboarding	None	1	2	2	M/W 11:00 AM-12:20 PM	OST 131-IT1
<b>OST 164</b>	Text Editing Applications	None	3	0	3	M/W 8:00-9:20 AM	OST 164-IT1
<b>OST 184</b>	Records Management	None	2	2	3	T/Th 8:00-9:50 AM	OST 184-IT1

### SPRING COURSES

Course	Title	Pre-requisites	Lecture Hours	Lab Hours	Credit Hours	Main Campus	Online
<b>OST 134</b>	Text Entry and Formatting	OST 131	2	2	3	M/W 9:30-11:20 AM	OST 134-IT1
<b>OST 137</b>	Office Software Applications	None	2	2	3	T/Th 1:00-2:50 PM	OST 137-IT1
<b>OST 153</b>	Office Financial Solutions	None	1	2	2	M 12:30-3:20 PM	OST 153-IT1