



**Office Administration – Word Processing Specialist Certificate**  
 Curriculum Code C25370B

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
<b>Year 1</b>		<b>First Semester: Fall</b>				
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I		2	2	3
		<b>Semester Totals</b>		<b>4</b>	<b>4</b>	<b>6</b>
<b>Year 1</b>		<b>Second Semester: Spring</b>				
	OST 134	Text Entry & Formatting	OST 130 (recommended)	2	2	3
	OST 136	Word Processing		2	2	3
	OST 164	Office Editing		3	0	3
		<b>Semester Totals</b>		<b>7</b>	<b>4</b>	<b>9</b>
<b>Year 2</b>		<b>Third Semester: Fall</b>				
	OST 236	Adv Word Processing	OST 136	2	2	3
		<b>Semester Totals</b>		<b>2</b>	<b>2</b>	<b>3</b>
		<b>Cumulative Totals</b>				<b>18</b>