

**PROGRAM: Office Administration – Software Applications Certificate C25370C2 (Online Only)**

8 Weeks	8 Weeks	16 Weeks	<b>FALL SEMESTER I</b>		
Session 1	Session 2	Full Term	Course	Credit Hours	Program Notes
X			OST 136 Word Processing	3	Fall Only
	X		OST 236 Adv. Word/Info Processing <i>Pre-requisite(s): C or better in OST 136</i>	3	Fall Only

8 Weeks	8 Weeks	16 Weeks	<b>SPRING SEMESTER I</b>		
Session 1	Session 2	Full Term	Course	Credit Hours	Program Notes
X			OST 137 Office Applications I	3	Spring Only
	X		OST 138 Office Applications II <i>Pre-requisite(s): OST 137, CIS 110, or CIS 111</i>	3	Spring Only
	X		OST 233 Office Publications Design <i>Pre-requisite(s): OST 136</i>	3	Spring Only

8 Weeks	10 Weeks	<b>SUMMER SEMESTER</b>			
		Course	Credit Hours	Program Notes	
X		OST 238 Office Applications III <i>Pre-requisite(s): OST 138</i>	3	Summer Only	