

ADMINISTRATIVE ASSISTANT CERTIFICATE (C25370E)

The Administrative Assistant certificate prepares individuals for basic skills necessary for entry-level employment, such as keyboarding, grammar, document formatting, paper and electronic filing, and office software applications. Upon completion of this certificate, students may use these skills to find entry-level employment and/or elect to continue their education by earning an Associate in Applied Science degree in Office Management.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
OST 131 Keyboarding	1	2	2
OST 134 Text Entry and Formatting	2	2	3
OST 136 Word Processing	2	2	3
OST 137 Office Applications I	2	2	3
OST 164 Office Editing	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	10	8	14

OFFICE SOFTWARE CERTIFICATE (C25370B)

The Office Software certificate is designed to provide Microsoft® Office software skills to produce documents, spreadsheets, presentations, and databases. Upon completion of this certificate, students may use these skills to find entry-level employment and/or elect to continue their education by earning an Associated in Applied Science degree in Office Management.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
OST 131 Keyboarding	1	2	2
OST 136 Word Processing	2	2	3
OST 137 Office Applications I	2	2	3
OST 138 Office Applications II	2	2	3
OST 236 Advanced Word Processing	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	9	10	14

NOTE: After completing the Computer Software Applications certificate, students will be eligible to take the Microsoft Office Specialist exams through an independent testing facility.

OFFICE ASSISTANT/BOOKKEEPING CERTIFICATE (C25370F)

The Office Assistant/Bookkeeping certificate is designed for students who wish to specialize as accounting assistants or bookkeepers. Upon completion of the certificate, students will be able to perform accounts payable, receivable, payroll, or general accounting assistant duties. They may find entry-level employment with these finance skills and/or elect to continue their education by earning an Associate in Applied Science degree in Office Management and/or Accounting.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
ACC 150 Accounting Software Applications	1	3	2
OST 122 Office Computations	2	2	3
OST 137 Office Applications I	2	2	3
OST 138 Office Applications II	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	10	11	15