Administrative and Healthcare Technologies Department
Office Management Program
Office Software Certificate (C2537005)

2026-2027 Curriculum Sheet

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Semester 1							
Prefix	**No**	**Title**	**Class**	**Lab**	**Clinic**	**Credit**	**Course Prerequisites**
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
		Total Recommended Hours				**5**	

Semester 2							
OST	136	Word Processing	2	2	0	3	OST 131 and OST 137
OST	138	Office Applications II	2	2	0	3	OST 137
		Total Recommended Hours				**6**	

Semester 3							
OST	236	Advanced Word Processing	2	2	0	3	OST 136
		Total Recommended Hours				**3**	

Total Certificate Hours	**14**

Please note that this is a possible semester-by-semester course of study. Any developmental courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.