



Administrative and Healthcare Technologies Department
Office Administration Program
Office Finance Certificate (C2537006)

2023/2024 Curriculum Sheet

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Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACC	111	Financial Accounting	3	0	0	3	MAT 003 with grade P1
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
Total Recommended Hours						8	

Spring I							
OST	138	Office Applications II	2	2	0	3	OST 137
OST	153	Office Finance Solutions	2	2	0	3	ACC 111 or ACC 120 and OST 137
Total Recommended Hours						6	

Total Program Hours						14	
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Program's highest developmental courses that MUST be completed. Placement determined by transcript or test score.

MAT 003 with grade P1

Notes:

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.