Administrative and Healthcare Technologies Department

Office Management Program

Office Admin Fundamentals Certificate (C2537010)

2026-2027 Curriculum Sheet

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	Block 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**	

	Block 2							
	OST	164	Office Editing	3	0	0	3	None
	OST	184	Office Information Management	2	2	0	3	None
	OST	286	Professional Development	3	0	0	3	None
			Total Recommended Hours				**9**	

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.