



Administrative Office Technology  
Data Entry Operator  
Certificate

Academic Plan Code 5204023079

Contact Information: Tiffinee Morgan

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Student Name Student ID#

Course Hours Grade Semester

OST 105 Introduction to Information Systems 3

OST 110 Word Processing Applications 3

**Total Credits** 6

Revised Date: 3/12/2021

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Data Entry Operator  
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First Semester

Course No.	Course Title	Credit Hours
OST 105	Introduction to Information Systems	3
OST 110	Word Processing Applications	3
<b>Total Credits</b>		<b>6</b>