

**Administrative Office Technology
Integrated Office Skills
Certificate**

Academic Plan Code

5204023059

First Semester		
Course No.	Course Title	Credit Hours
OST 105	Introduction to Information Systems	3
ENG 101	Writing I OR	3
OST 108	Editing Skills for the Office Professional	(3)
OST 110	Document Formatting and Word Processing	3
OST 160	Records and Database Management	3
Subtotal		12
Second Semester		
Course No.	Course Title	Credit Hours
OST 240	Software Integration	3
OST 210	Advanced Word Processing Applications	3
OST 215	Office Procedures	3
Subtotal		9
Total Hours		21