

**Career and College Promise – CTE Pathway  
Office Administration Basic Certificate (C25370AP)**

	<b>Fall Semester</b>	<b>Spring Semester</b>
<b>Junior Year</b>	OST 130 – Comprehensive Keyboarding <i>4 contact hours/3 credit hours</i> <u>AND</u> OST 137 – Office Software Applications <i>4 contact hours/3 credit hours</i>	OST 132 – Keyboarding Skillbuilding <i>3 contact hours/3 credit hours</i> <u>AND</u> OST 184 – Records Management <i>4 contact hours/3 credit hours</i>
<b>Senior Year</b>	OST 136 – Word Processing <i>4 contact hours/3 credit hours</i> <u>AND</u> OST 164 – Text Editing <i>3 contact hours/3 credit hours</i>	

TOTAL Semester Hours of Credit: 18

**NOTE: OST 132 has a prerequisite of OST 130. OST 184 has a prerequisite of OST 137.**

*18 credit hours through Career and College Promise represent a \$1,368.00 tuition savings.*

