

**Career and College Promise – CTE Pathway  
Office Administration Certificate (C25370P)  
*Pending State Approval***

	<b>Fall Semester</b>	<b>Spring Semester</b>
<b>Junior Year</b>	OST 130 – Comprehensive Keyboarding <i>4 contact hours/3 credit hours</i> <p style="text-align: center;"><b><u>AND</u></b></p> OST 164 – Office Editing <i>3 contact hours/3 credit hours</i>	OST 136 – Word Processing <i>4 contact hours/3 credit hours</i> <p style="text-align: center;"><b><u>AND</u></b></p> OST 137 – Office Applications I <i>4 contact hours/3 credit hours</i>
<b>Senior Year</b>		

**TOTAL Semester Hours of Credit: 12**

*12 credit hours through Career and College Promise represent a \$912.00 tuition savings.*