

**OFFICE ADMINISTRATION (CERTIFICATE) (C25370)
COURSE REQUIREMENTS**

		Work Exp/		
	Class	Lab	Clinical	Credit
CIS 110 Introduction to Computers	2	2	0	3
ENG 111 Expository Writing	3	0	0	3
OST 131 Keyboarding	1	2	0	2
OST 136 Word Processing	2	2	0	3
OST 164 Text Editing Applications	3	0	0	3
OST 184 Records Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	13	8	0	17
Total Credit Hours				17

*Approved by RCC Curriculum Committee 12/8/11
Effective Spring 2012*