



OFFICE MANAGEMENT (0435)

Term/Yr	Create Your Own Personal Course Map	Credits	Term	Recommended Course Map	Notes
			1st Semester	OST 1355 Electronic Records Management	
				CGS 1100 Microcomputer Application Software	
				OST 1764 Microsoft Word for Windows	
				GEB 1011 Introduction to Business	
				OST 1145 Keyboarding	
			2nd Semester	OST 2773 Advanced Word for Windows	Prerequisite: OST 1764
				GEB 2214 Business Communications	Prerequisite: ENC 0025 or ENC 1101 or college ready scores. See catalog.
				OST 2850 Microsoft Office Professional	Prerequisite: CGS 1100
				OST 1581 Professional Development in Workplace	
			3rd Semester		
			4th Semester		
			5th Semester		
			6th Semester		

Total Credits Needed 27
 Total Credits Earned: 0
 Percentage of Completion: 0%

Legend: *
 Certificates:

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