

**BEAUFORT COUNTY COMMUNITY COLLEGE 2021-2022**

**Office Administration – Software Applications Specialist Certificate**

Curriculum Code C25370C

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
Year 1		First Semester: Fall				
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I		2	2	3
		Semester Totals		4	4	6
Year 1		Second Semester: Spring				
	OST 136	Word Processing		2	2	3
	OST 153	Office Finance Solutions	OST 137	2	2	3
		Semester Totals		4	4	6
Year 2		Third Semester: Fall				
	OST 138	Office Applications II	OST 137	2	2	3
	OST 236	Adv Word Processing	OST 136	2	2	3
		Semester Totals		4	4	6
		Cumulative Totals				18