

BEAUFORT COUNTY COMMUNITY COLLEGE 2022-2023
Office Administration –Basic Office Skills Certificate
 Curriculum Code C25370A

Course Number	Course Title	Prerequisites	Class	Lab	Credit
First Semester: Fall					
BUS 110	Introduction to Business		3	0	3
OST 130	Comprehensive Keyboarding		2	2	3
OST 137	Office Applications I		2	2	3
Semester Totals			7	4	9
Second Semester: Spring					
OST 134	Text Entry & Formatting	OST 130 (suggested)	2	2	3
OST 136	Word Processing		2	2	3
OST 164	Office Editing		3	0	3
Semester Totals			7	4	9
Cumulative Totals					18