

Program Planning Guide

Word Processing Certificate, C25370WO

Program Length: 2 Semesters

Career Pathway Options: Associate in Applied Science Degree in Office Administration (Higher entrance standards required); Associate in Applied Science in Medical Office Administration (Higher entrance standards required); Diploma in Information Administration (Higher entrance standards required)

Program Site/s: Distance; Lee Main Campus - Day; Harnett Main Campus - Day

Required courses:		Hours				Notes:
		Class	Lab	Clinical	Credit	
CTS 130	Spreadsheets	2	2	0	3	
OST 137	Office Software Applications	2	2	0	3	
OST 289	Office Admin Capston	2	2	0	3	
OST 184	Records Management	2	2	0	3	
OST 136	Word Processing	2	2	0	3	
OST 164	Office Editing	3	0	0	3	

Total Semester Hours Credit Required for Graduation: 18

Course Descriptions:

CTS 130 Spreadsheet 2-2-3

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

OST 136 Word Processing 2-2-3

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Application I 2-2-3

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 164 Office Editing 3-0-3

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 2-2-3

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 289 Office Admin Capstone 2-2-3

Prerequisites: Take one set: Set 1- OST 134 and OST 164; Set 2 – OST 136 and OST 164

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment