

INTEGRATED OFFICE SKILLS - CERTIFICATE

Offered at: Big Sandy Community and Technical College, Maysville
Community and Technical College, West Kentucky Community and
Technical College

Program Plan Number: 5204023059

**May be available completely online. Please check with your academic
advisor.**

Course	Title	Credits
OST 108 or ENG 101	Editing Skills for Office Professionals Writing I	3
OST 105	Introduction to Information Systems	3
OST 110	Word Processing Applications	3
OST 160	Records and Database Management	3
OST 210	Advanced Word Processing Applications	3
OST 215	Office Procedures	3
OST 240	Advanced Microsoft Applications	3
Total Credits		21