

**Office Systems Technology/Desktop Publishing  
Certificate (C25360)**

**Certificate Awarded**

A Certificate in Office Systems Technology/Desktop Publishing is awarded by the College upon completion of this program.

**Note**

Students must meet the following scores through placement test or course completion prior to graduation.

<u>OST CERTIFICATE</u>	<u>ASSET</u>	<u>COMPASS</u>	<u>COURSE</u>
1. Reading	42	80	RED 090
2. Writing	36	24	ENG 080
3. Numerical	41	44 (Pre- algebra)	MAT 060

	Contact Hours	Semester Credit Hours
<b>FIRST SEMESTER</b>		
CIS 110 Introduction to Computers .....	4	3
COE 110 World of Work .....	1	1
OST 132 *Keyboard Skill Building .....	3	2
OST 136 *Word Processing.....	3	2
		8

	Contact Hours	Semester Credit Hours
<b>SECOND SEMESTER</b>		
CIS 165 Desktop Publishing I.....	4	3
OST 137 Office Software Applications ....	3	2
OST 236 Advanced Word/ Information Processing .....	4	3
OST 284 Emerging Technologies.....	3	2
		10
<b>Total Credit Hours</b>		<b>18</b>

\* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.