

<b>Name:</b>		<b>Student ID#:</b>		
<b>CERTIFICATE IN INTEGRATED OFFICE SKILLS – 5204023059</b>				
<b>Required Courses</b>		<b>Credit</b>	<b>Grade</b>	<b>Complete</b>
OST 108	Editing Skills for the Office Professional <b>OR</b>	3		
ENG 101	Writing I	(3)		
OST 105	Introduction to Information Systems	3		
OST 110	Document Formatting and Word Processing	3		
OST 160	Records and Database Management	3		
OST 210	Advanced Word Processing Applications	3		
OST 215	Office Procedures	3		
OST 240	Software Integration	3		
<b>Total Credits</b>		<b>21</b>		

<b>NOTES:</b>

Requirements taken from 2015-16 KCTCS Catalog