

Central Florida Community College
A.S. Degree Program in
Office Administration

Course Name	Course Number	Fall	Spring
Microcomputer Applications	CGS1100	X	X
Professional Keyboarding I	OST1100	X	X
Professional Keyboarding II	OST1110	X	X
Customer Service	OST1384		X
Business Communications	OST2335	X	X
Office Administration I	OST2401	X	
Office Administration II	OST2402		X
Introduction to Computer Technology	CET1171	X	x
Database Management Systems	CGS2540	X	X

**FALL 2008
COURSES OFFERED**

Professional Keyboarding	OST1100	Tuesday, Thursday Thursday Friday	8:00-9:15 5:30-8:10 8:30-9:30 online
Professional Keyboarding II	OST1110	Friday	11:30-12:30 online
Business Communications	OST2335	Monday Tuesday	5:30-8:10 5:30-6:30 online
Office Administration I	OST2401	Wednesday	5:30-8:10 hybrid
Advanced Microsoft Word	OST2717	Tuesday, Thursday	9:25-10:40