

# ADMINISTRATION TECHNOLOGY APPLICATIONS OSA

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Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

- Degree Type: None awarded
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): not required
- Capstone course: POFT-1309 Administrative Office Procedures I

## Office Technology Applications OSA:

Students successfully completing the Office Technology Applications OSA will be eligible to take the following certification exams:

- **Microsoft Word**
- **Microsoft Excel**

See the Office Technology Program Coordinator for details.

## This program leads to the Office Technology Certificate.

Course	Title	Hours
<b>Term One</b>		
POFT-1301	Business English	3
POFI-2301	Word Processing	3
BMGT-1309	Information and Project Mgt	3
ITSW-1304	Introduction to Spreadsheets	3
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>12</b>