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## OFFICE ADMINISTRATION

### **OST 2949, COOP/Work Experience/Secretarial COOP/Work Experience/Secretarial**

**1 hr., 1 cr.,**

1-3 crs. Cooperative Education courses may be taken toward completion of most of the Associate in Arts and Associate in Science degree programs. A maximum of six credit hours may be used in meeting the A.A. degree requirements. Prerequisite: Minimum of 2.0 GPA, meet with the co-op coordinator, and availability of co-op work experience slot. Supervised, practical work experience that seeks to combine theories and apply practical skills to projects in the student's major field of study. Requirements include online weekly, mid-term, and end-of-term reflection assignments.

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