Basic Office Tech. Skills Certificate (C2537003)

2016/17 Curriculum Sheet

Coordinator: Kathy Worthingotn - Phone: 252-493-7376 - Email: kworthington@email.pittcc.edu

Student Name:		Anticipated Graduation Date:
Advisor:		Email:
Phone: 252-493-7		Office Location:

Fall I

Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Software Applications	2	2	0	3	None
OST	184	Records Management	2	2	0	3	None
OST	286	Professional Development	3	0	0	3	None
		Total Recommended Hours (Maximum)	**8**	**6**	**0**	**11**	

Spring 1

Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
OST	136	Word Processing	2	2	0	3	OST 131 or permission of Dept. Chair
OST	164	Text Editing Applications	3	0	0	3	DRE 098
		Total Recommended Hours (Maximum)	**5**	**2**	**0**	**6**	
		Total Program Hours (Maximum)	**13**	**8**	**0**	**17**	

Program's highest developmental courses that MUST be completed	Placement scores determine required courses
DRE 098	Score =
Notes:	

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

3/22/2016