



Office Software Support Certificate (C2537004)

2016/17 Curriculum Sheet

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

Student Name: _____
 Advisor: _____
 Phone: 252-493-7 _____

Anticipated Graduation Date: _____
 Email: _____
 Office Location: _____

Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACC	111	Financial Accounting	3	0	0	3	DMA 010, DMA 020, DMA 030, DMA 040
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Software Applications	2	2	0	3	None
Total Recommended Hours (Maximum)			6	4	0	8	

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	138	Advanced Software Applications	2	2	0	3	CIS 110, CIS 111, or OST 137
OST	153	Office Finance Solutions (QuickBooks)	1	2	0	2	ACC 111 or ACC 120
Total Recommended Hours (Maximum)			5	6	0	8	
Total Program Hours (Maximum)			11	10	0	16	

Program's highest developmental courses that MUST be completed	Placement scores determine required courses
DMA 040	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.