



**Administrative and Healthcare Technologies Department  
Office Administration Program  
Office Software Certificate (C2537005)**

2023/2024 Curriculum Sheet

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<b>Semester 1</b>							
<b>Prefix</b>	<b>No</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>	<b>Course Prerequisites</b>
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
<b>Total Recommended Hours</b>						<b>5</b>	

<b>Semester 2</b>							
<b>Prefix</b>	<b>No</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>	<b>Course Prerequisites</b>
OST	136	Word Processing	2	2	0	3	OST 131 and OST 137
OST	138	Office Applications II	2	2	0	3	OST 137
<b>Total Recommended Hours</b>						<b>6</b>	

<b>Semester 3</b>							
<b>Prefix</b>	<b>No</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>	<b>Course Prerequisites</b>
OST	236	Advanced Word Processing	2	2	0	3	OST 136
<b>Total Recommended Hours</b>						<b>3</b>	
<b>Total Program Hours</b>						<b>14</b>	

**Program's highest developmental courses that MUST be completed. Placement determined by transcript or test**

**Notes:**

*Please note that this is a possible semester-by-semester course of study. Any developmental courses that are necessary for student placement*