



**Administrative and Healthcare Technologies Department**  
**Office Administration Program**  
**Data Entry Certificate (C2537008)**

2023/2024 Curriculum Sheet

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Semester 1							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
OST	184	Records Management	2	2	0	3	None
<b>Total Recommended Hours</b>						<b>8</b>	

Semester 2							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
OST	134	Text Entry and Formatting	2	2	0	3	OST 131
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>9</b>	

<b>Total Program Hours</b>	<b>17</b>
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**Program's highest developmental courses that MUST be completed. Placement determined by transcript or test score.**

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**Notes:**

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*Please note that this is a possible semester-by-semester course of study. Any developmental 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.*