

Administrative Office Technology (curriculum effective Jan. 2016)

Data Entry Operator Certificate

Academic Plan Code: **5204023079**

Name		Student ID Number		Date Entered:		
Address		Phone:		Proposed Graduation Date:		
		Email:				
		Student Signature:			Date:	
		Advisor Signature:			Date:	

Remedial Courses As Needed	Grade	Semester Taken
010 RDG / 020 RDG / 030 RDG Reading Courses		
ENC090 - Foundations of College Writing I		
ENC091 - Foundations of College Writing II		
MT55 - Pre-Algebra		
MT65 - Elementary Algebra		

Advisor: Robert Smith
 Program Coordinator
 Office Systems Technology
 Technology Center Office No. 124
 P. O. Box 2100, 720 North Drive
 Hopkinsville, KY 42241-2100
 (270) 707-3892

Office Systems Technology Courses Data Entry Operator Certificate	Credit Hours	Grade	Semester Taken
CIT 105-Intro. To Computer Applications	3		
OST110 - Document Formatting and Word Processing	3		
Total Office Systems Tech. Semester Hours	6		

Total Semester Hours Required for Certificate	6
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