



CAMPUS: Terry
 DEPARTMENT: Business

RECOMMENDED
 COURSE SEQUENCE SHEET

Name: _____
 SSN: _____
 Academic Advisor: _____
 Matriculation date: _____

No pre-tech requirements
 MAT 005
 ESL
 ENG 005
 ENG 051
 RDG 005
 RDG 051
 RDG 120
 MAT 012
 MAT 015

RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: Office Administration Technology Certificate-Office Administration Certificate
 Effective: Fall 2004-51

Curriculum Code Designation: OATCEROAC

| COURSE NUMBER AND TITLE | C L | L | CR | SEMESTER | | G R A D E | PREREQUISITES | COREQUISITES |
|--|-----------|----------|-----------|----------|-----------|-----------------------|---------------------------------------|--------------|
| | | | | Offered | Completed | | | |
| FIRST SEMESTER (FALL) | | | | | | | | |
| ENG121 Composition | 3 | 0 | 3 | Fal, Spr | | | ENG051, RDG051 or required CPT scores | |
| RDG120 Critical Reading & Thinking | 3 | 0 | 3 | Fal, Spr | | | RDG051, ENG051 or required CPT scores | |
| OAT121 Keyboarding | 3 | 2 | 4 | Fal, Spr | | | None | |
| OAT132 Word Processing Referencing & Transcription | 3 | 1 | 3 | Fal, Spr | | | OAT121, RDG051, ENG051 | |
| TOTAL | 12 | 3 | 13 | | | | | |

| | | | | | | | | |
|------------------------------------|----------|----------|----------|----------|--|--|------------------------------|--|
| SECOND SEMESTER (SPRING) | | | | | | | | |
| BUS101 Introduction to Business | 3 | 0 | 3 | Fal, Spr | | | RDG051 or required CPT score | |
| OAT131 Office Systems & Procedures | 3 | 0 | 3 | Spr | | | ENG121, OAT121 | |
| OAT157 Word Level I | 2 | 2 | 3 | Fal, Spr | | | OAT121 or comparable skills | |
| TOTAL | 8 | 2 | 9 | | | | | |

| | | | |
|----------------------------------|--|--|-----------|
| CERTIFICATE TOTAL CREDITS | | | 22 |
|----------------------------------|--|--|-----------|

*For students who meet the prerequisites, it is important that they register for OAT121 Keyboarding in their first semester to assure they have the necessary technical skills to progress through their program.
 Basic and pretech courses are prerequisites for any certificate program.*

 Date

Advisory Statement

Program Complete at Delaware Technical & Community College

I am aware that Delaware Technical & Community College is an open admissions institution with degree, diploma, and certificate programs that require participation in courses, internships, practicums and clinical assignments. These activities may require one or more medical and/or background screenings as a condition of enrollment. The admissions requirements for courses and/or program activities may include but not be limited to

- immunizations and physical examinations,
- criminal history checks that may include a review of the adult abuse and child protection registries,
- drug screenings,
- and other licensing requirements

As a student, I further understand that I may be responsible for all arrangements and costs associated with these requirements. It is my responsibility to inquire about conditions and acceptance into courses and programs that may have special requirements. I am aware that I may seek the assistance of my counselor or technical advisor in identifying conditions of enrollment in all programs and courses at Delaware Tech.

Employment after Delaware Technical & Community College

I am also aware that conditions of employment are established by potential employers and not by Delaware Technical & Community College and such conditions of employment may include or exceed any or all of the above requirements.