

CAMPUS: Terry
DEPARTMENT: Business

RECOMMENDED
COURSE SEQUENCE SHEET

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

No pre-tech requirements
 ENG 005
 ENG 051
 RDG 005
 RDG 051
 RDG 120
 MAT 005
 MAT 012
 MAT 015
 MAT 075

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-
Microsoft Office User Specialist Core Certificate

Curriculum Code Designation: OATCERCOR

Effective: Fall 2004-51

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		G R A D E	PREREQUISITES	COREQUISITES
				Offered	Completed			
FIRST SEMESTER (FALL)								
OAT157 Word Level I	2	2	3	Fal, Spr			None	
OAT151 Access Level I	2	2	3	Fal			None	
TOTAL			6					
SECOND SEMESTER (SPRING)								
OAT152 Excel Level I	2	2	3	Spr			None	
OAT159 PowerPoint	2	2	3	Spr			None	
TOTAL			6					
GRAND TOTAL			12					

*Basic and pretech courses are prerequisites for any academic certificate program.
This represents a certificate of completion. Participants may be eligible to take the Microsoft Office User Specialist certification in any authorized Prometric Testing Center.*

_____ 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.