



CAMPUS: Terry  
 DEPARTMENT: Business

RECOMMENDED  
 COURSE SEQUENCE SHEET

Name: \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Academic Advisor: \_\_\_\_\_  
 Matriculation date: \_\_\_\_\_

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

Curriculum: **Office Administration Technology**  
**Office Software Specialist Option**

Curriculum Code Designation: **ATAASOSS**

Effective: Fall 2009-51

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		GRADE	PREREQUISITES	COREQUISITES
				Offered	Completed			
<b>FIRST SEMESTER (FALL)</b>								
MAT153 College Math & Statistics	4	0	4	Fal, Spr			Required Test scores – or MAT015 or MAT016 or MAT075	
BUS101 Introduction to Business	3	0	3	Fal, Spr			Required Test score - or RDG051	
CIS125 Windows Operating System	3	2	4	Fal			Required Test scores - or ENG051 and RDG051 and MAT012 and	
OAT121 Keyboarding	(3)	(2)	(4)	Fal, Spr			Required Test scores - or RDG005 and ENG005 and MAT005	
RDG120 Critical Reading & Thinking	(3)	0	(3)	Fal, Spr			Required Test scores - or RDG051 or ESL100 and ENG051 or NCW091	
<b>TOTAL</b>	10	2	11					
<b>SECOND SEMESTER (SPRING)</b>								
OAT122 Keyboarding Applications	3	2	4	Fal, Spr			OAT121 or Comparable Skills	
OAT157 Word Level I	2	2	3	Fal, Spr			OAT121 or Comparable Skills	
ENG121 Composition	3	0	3	Fal, Spr			Required Test scores - or ENG051 and RDG051 or ESL100	
SOC111 Sociology I	3	0	3	Fal, Spr			Required Test scores - or ENG051 and RDG051	
OAT159 PowerPoint	2	2	3	Spr			None	
<b>TOTAL</b>	13	6	16					
<b>THIRD SEMESTER (FALL)</b>								
OAT158 Word Level II	2	2	3	Fal, Spr			OAT157	
ENG122 Technical Writing & Communications	3	0	3	Fal, Spr			Required Test score - or RDG120 and ENG121	
OAT151 Access Level I	2	2	3	Fal, Spr			OAT121 or Comparable Skills	
OAT152 Excel Level I	2	2	3	Fal			None	
ACC100 Intro to Accounting or ACC101 Accounting I	2 3	2 2	3 4	Fal, Spr			Required Test scores or MAT005 and RDG005 Required Test scores - or MAT015 or MAT016 or MAT075 and RDG051	
<b>TOTAL</b>	11/12	8	15/16					
<b>FOURTH SEMESTER (SPRING)</b>								
MGT 212 Principles of Management	3	0	3	Fal, Spr			BUS 101, ENG 121	
PSY121 General Psychology	3	0	3	Fal, Spr			Required Test scores - or ENG051 and RDG051	
OAT154 Access Level II	2	2	3	Fal, Spr			OAT151	
OAT155 Excel Level II	2	2	3	Fal, Spr			OAT152	
ECO111 Macroeconomics or ECO 122 Microeconomics	3 3	0 0	3 3	Fal, Spr			Required Test scores- or ENG051 and RDG051 and MAT012	
OAT242 Desktop Publishing	3	2	4	Spr			OAT121 or Comparable Skills	
<b>TOTAL</b>	16	6	19					
<b>GRAND TOTAL</b>			61/62					

**OAT121, Keyboarding, is a required course unless students have comparable skills. RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.**

### 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.

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Signature

Date

Revised 3/31/08