

CAMPUS: Terry
DEPARTMENT: Business

RECOMMENDED
COURSE SEQUENCE SHEET

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

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

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 Diploma-Office Administration Studies Diploma** Curriculum Code Designation: **OATDIPOAS**
Effective: **Fall 2004-51**

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		GRADE	PREREQUISITES	COREQUISITES
				Offered	Completed			
FIRST SEMESTER (FALL)								
ENG121 Composition	3	0	3	Fal, Spr			ENG051 or RDG051 or ESL 100 or required Test scores	
RDG120 Critical Reading & Thinking	3	0	3	Fal, Spr			RDG051 or ENG051 or ESL 100 or required Test scores	
MAT153 College Math & Statistics	4	0	4	Fal, Spr			Required Test scores – or MAT012 or MAT015 or MAT016 or MAT075	
OAT121 Keyboarding	3	2	4	Fal, Spr			None	
COM111 Human Communications OR ECO111 Macroeconomics OR PSY121 General Psychology	3	0	3	Fal, Spr			Required Test scores – or ENG051 or ENG121 or RDG051 or RDG120 Required Test scores – or ENG051 or ENG121 or RDG051 or RDG120 or MAT012 Required Test scores – or ENG051 or ENG121 or RDG051 or RDG120	
TOTAL	16	2	17					

SECOND SEMESTER (SPRING)								
OAT122 Keyboarding Applications	3	2	4	Fal, Spr			None	
OAT159 Power Point	3	2	3	Spr			None	
OAT131 Office Systems & Procedures	3	0	3	Spr			OAT 121 or RDG 051 or RDG120 or ENG051 or ENG121	
OAT132 Referencing & Transcription	3	1	3	Fal, Spr			OAT121, RDG051, ENG051	
OAT157 Word Level I	3	1	3	Fal, Spr			None	
TOTAL	15	6	16					

CERTIFICATE TOTAL CREDITS			33
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*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 academic diploma program.*

(see reverse side for additional information)

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.