



CAMPUS: 4  
DEPARTMENT: OFFICE ADMINISTRATION TECHNOLOGY

RECOMMENDED  
COURSE SEQUENCE SHEET

Name \_\_\_\_\_  
S. S. No. \_\_\_\_\_  
Acad. Advisor: \_\_\_\_\_  
Matric. date: \_\_\_\_\_

No pre-tech requirements  MAT 005  
 ENG 005  RDG 005  MAT 012  
 ESL  ENG 051  RDG 051  MAT 015  
 RDG 120  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 STUDIES  
Effective: 02-1

Curriculum Code Designation OAS - DIPLOMA

COURSE NUMBER AND TITLE	C L	L	CR	SEMESTER		G R A D E	PREREQUISITES	CO- REQUISITES
				Offered	Completed			
<b>FIRST SEMESTER (FALL)</b>								
ENG 121 Composition	3	0	3				ENG 051, RDG 051, RDG 120	
MAT 153 College Math & Stat	4	0	4				MAT 015 or MAT 016	
OAT 121 Keyboarding	3	2	4					
BUS 101 Intro to Business	3	0	3				RDG 051	
CIS 107 Intro to Comp. & App.	2	2	3				All Pre-Tech Reading	
OR Elective	3	0	3					
<b>TOTAL</b>								
<b>SECOND SEMESTER (SPRING)</b>								
OAT 122 Keyboarding Applications	3	2	4				OAT 121	
OAT 157 Word Level I	3	1	3				OAT 121	
OAT 131 Office Sys. & Procedures	3	0	3				OAT 121, ENG 121	
OAT 159 PowerPoint	3	0	3				OAT 121, CIS 107	
COM 111 Human Communications	3	0	3				RDG 051, ENG 051	
ECO 111 Macroeconomics or	3	0	3				RDG 051, ENG 051,	
PSY 121 Psychology	3	0	3				MAT 012	
OAT 132 Referencing & Transcription	3	1	3				OAT 121, ENG 051	
<b>TOTAL</b>								
<b>THIRD SEMESTER (FALL)</b>								
<b>TOTAL</b>								
<b>FOURTH SEMESTER (SPRING)</b>								
<b>TOTAL</b>								
<b>GRAND TOTAL</b>								

For students who meet the prerequisites,

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_