

CAMPUS: **4**
DEPARTMENT: **OFFICE ADMINISTRATION TECHNOLOGY**

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

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

RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.

Curriculum: **OFFICE ADMINISTRATION (DEGREE) MICROSOFT OFFICE USER SPECIALIST** Curriculum Code Designation: **OAT AAS OSS**
Effective: **FALL 2002 (02-1)**

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		GRADE	PREREQUISITES	COREQUISITES
				Offered	Completed			
FIRST SEMESTER (FALL)								
OAT122 Keyboarding Applications	3	2	4				OAT121 or comp. skills	
MAT153 College Math & Statistics	4	0	4				MAT012, MAT015	
CIS125 Windows Operating Systems	3	2	4				MAT012, RDG051, ENG051	
SOC111 Sociology	3	0	3				ENG051, RDG051	
RDG120 Critical Reading & Thinking	3	0	3				ENG051, RDG051	
TOTAL	16	4	18					
SECOND SEMESTER (SPRING)								
ENG121 Composition	3	0	3				ENG051, RDG051	
BUS101 Intro. to Business	3	0	3				RDG051	
ACC101 Accounting I	3	2	4				RDG051, MAT012	
OAT157 Word Level I	2	2	3				OAT121 or comp. skills	
OAT159 PowerPoint	2	2	3				OAT121 or comp. skills	
TOTAL	13	6	16					
THIRD SEMESTER (FALL)								
ECO11 Macroeconomics	3	0	3				RDG051, MAT012, ENG051	
ENG122 Technical Writing & Comm.	3	0	3				ENG121	
OAT158 Word Level II	2	2	3				OAT157 or comp. skills	
OAT151 Access Level I	2	2	3				OAT121 or comp. skills	
OAT152 Excel Level I	2	2	3				OAT121, MAT153 /150 or comp skill	
TOTAL	12	8	15					
FOURTH SEMESTER (SPRING)								
OAT154 Access Level II.	2	2	3				OAT 151 or comp. skills	
OAT155 Excel Level II	2	2	3				OAT152 or comp. skills	
PSY121 General Psychology	3	0	3				ENG051, RDG051	
ETC212 Internet Literacy	3	0	3					
OAT242 Desktop Publishing	3	2	4				OAT121 or comp. skills	
TOTAL	10	4	16					
GRAND TOTAL	51	22	65					

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