CYBER TECH CAREER COLLEGE
"Teaching Tomorrow's Technology... Today"

New Campus Location, No. 345 Soldier Road - West of East Street
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iv) Programme Sequence – Associate of Arts Degree – Office Administration

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RECOMMENDED SEQUENCE
(Full-Time Students)

First Trimester
SCS 1100-4-01   Student College Success
ENG 1101-4-01   English Composition I
CIS 1101-4-01   Computer Fundamentals
MAT 1115-4-01   College Algebra I

Second Trimester
MAT 1116-4-01   College Algebra II
PSY 1101-4-01   Introduction to Psychology
BIO 1101-4-01   Introduction to Biology
ENG 1110-4-01   English Composition II

Third Trimester
SPA 1101-4-01- Conversational Spanish I
BUS 1175-4-01 - Business Fundamentals
CIS 2230-4-01 - Desktop Publishing
CIS 2235-4-01 - Electronic Spreadsheet

SUMMER BREAK

Fourth Semester
OAD 1101-4-01 - Keyboarding I
MKT 2201-4-01 - Principles of Marketing
MAN 2220-4-01 - Introduction to Management
BUS 2230-4-01 - Business Communication and Writing

Fifth Semester
MGR 2222-4-01 - Modern Office Procedures
OAD 1102-4-01 - Word Processing Application I
OAD 1110-4-01 - Keyboarding II
MGR 2201-4-01 - Record Management

Sixth Semester
BUS 2235-4-01 – Business Writing
OAD 1115-4-01 - Word Processing Application II
CUS 2201-4-01 - Customer Service
OAD 1125-4-01 - Office Administration Technology Internship

SUMMER BREAK

RECOMMENDED SEQUENCE
(Part -Time Students – Government Employees)

First Trimester
SCS 1100-4-01   Student College Success
ENG 1101-4-01   English Composition I
MAT 1115-4-01   College Algebra I

Second Trimester
CIS 1101-4-01   Computer Fundamentals
MAT 1116-4-01   College Algebra II
ENG 1110-4-01   English Composition II

Third Trimester
SPA 1101-4-01   Conversational Spanish I
PSY 1101-4-01   Introduction to Psychology
BIO 1101-4-01   Introduction to Biology

Summer Semester
BUS 1175-4-01 - Business Fundamentals
CIS 2230-4-01 - Desktop Publishing
CIS 2235-4-01 - Electronic Spreadsheet

Fourth Semester
OAD 1101-4-01 - Keyboarding I
MKT 2201-4-01 - Principles of Marketing
MAN 2220-4-01 - Introduction to Management

Fifth Semester
BUS 2230-4-01 - Business Communication and Writing
MGR 2222-4-01 - Modern Office Procedures
OAD 1102-4-01 - Word Processing Application I

Sixth Semester
OAD 1110-4-01 - Keyboarding II
MGR 2201-4-01 - Record Management
BUS 2235-4-01 – Business Writing

Summer Semester
OAD 1115-4-01 - Word Processing Application II
CUS 2201-4-01 - Customer Service
OAD 1125-4-01 - Office Administration Technology Internship