

Degree Plan New admissions

2023-2024



PLACEMENT TEST

This institution has two mandatory placement test; one in Mathematics and one in English Language. These are used for two main reasons:

- 1 To assist in admissions in the Fall semester was CSEC results is not readily available
2. To determine level of Mathematics and English language competence. This allows for better placement in the required Mathematics and English general requirement courses.

NB: student interested in doing more than 1 major. With CSEC results outstanding no more than 2 majors can be done. To be afforded the opportunity to do two majors students must pass both placement test.

ENGLISH PLACEMENT

If the student's placement score is:

85 % -100%: Student starts at ENG114 (no pre-requisite required; therefore, the student can complete their communication requirements)

50-84%: Student starts at ENG111 (only ENG11 pre-requisite required prior to completing Communication requirements)

Less than 50%: Student starts at ENG0101 (ENG0101 & ENG11 pre-requisites are required prior to completing Communication requirements)

NB: English majors start with ENG112 once they have 50% and above on the placement test.

Paths for Communication course requirements

1. ENG101---ENG111---ENG114---ENG122----ENG213
2. ENG101---ENG111---ENG114---ENG125
3. ENG101---ENG111---ENG114---ENG122 & BUSI211(ENG122 and BUSI211 can be done simultaneously or one after the other)
4. ENG101---ENG111---ENG114---ENG125 & ENG213 (ENG125 and ENG213 can be done simultaneously or one after the other)
5. ENG101---ENG111---ENG114---ENG122 & BUSI211----ENG211 (ENG122 and BUSI211 can be done simultaneously or one after the other. However, ENG122 must be done before ENG211)

MATHEMATICS PLACEMENT

67%-100%: Student starts with the required Mathematics requirements (no pre-requisite required; therefore, the student can complete their communication requirements)

50%-66%: Student starts with pre-requisite MATH117 ((only MATH117 pre-requisite required prior to completing Communication requirements)

25%-49%: Students start with pre-requisites MATH0101 followed by MATH0102 (MATH0101 and MATH0102 are pre-requisite required prior to completing Mathematics requirements)

0%-24%: Students start with pre-requisites MATH0101 and simultaneous tutorial course followed by MATH0102 and simultaneous tutorial course (MATH0101 and MATH0102 and tutorial courses are pre-requisite required prior to completing Mathematics requirements)

NB: all pre-requisite courses must be successfully completed before moving on to required Communication and Mathematics general education required course.



ADMINISTRATIVE OFFICE ASSISTANCE
TOTAL CREDITS REQUIRED: 75 Credits
GENERAL EDUCATION REQUIREMENTS (30 credits)

CATEGORY	CREDITS REQUIRED	COURSES COMPLETED	SEMESTER COMPLETED	GRADE
Foundational Competencies PDS113: Professional Development Seminar COMP 123: Computer office Applications	6			
Mathematics Prerequisites MATH0101: Pre-Algebra 1 MATH 0102: Pre-Algebra 2 MATH117: Intermediate Mathematics (3 cr.) (Based on placement)	0			
Communication Prerequisites ENG0101: Fundamentals of Language ENG111: Language and Communication (3 cr.) (Based on placement)	0			
General Education: Mathematics MATH115: College Algebra 1	3			
General Education: Communication ENG114: Fundamentals of Writing ENG122: Writing Seminar ENG211: Advance Writing BUSI211: Business Communication	12			
General Education: Foreign Language	3			
General Education: Humanities	3			
General Education: Social Science	3			
General Education: Natural Science	0			
General Education: Electives	0			

ADMINISTRATIVE OFFICE ASSISTANT
MAJOR CORE REQUIREMENTS (45 Credits)

COURSE CODE	COURSE TITLE	CREDITS	PREREQ.	RECOMMENDED SEMESTER TO ENROL	SEMESTER COMPLETED	GRADE
AOA111	Text Production 1	3		Year 1 Semester 1		
BUS111	Introduction to Business	3		Year 1 Semester 1		
AOA121	Text Production 2	3	AOA111	Year 1 Semester 2		
AOA122	Office Technologies and Procedures	3		Year 1 Semester 2		
BUS122	Business Practice 1	3		Year 1 Semester 2		
AOA211	Machine Transcription 1	3		Year 2 Semester 1		
AOA212	Office Procedures and Info Resource Management	3		Year 2 Semester 1		
AOA213	Text Production 3	3	AOA121	Year 2 Semester 1		
COM216	Intermediate Office Applications	3	COMP123	Year 2 Semester 1		
ACC0114	Fundamentals of Accounting	3		Year 2 Semester 1		
ACCO216	Fundamentals of QuickBooks	3	ACCO114	Year 2 Semester 2		
AOA221	Machine Transcription 2	3	AOA211	Year 2 Semester 2		
AOA222	Employability Skills (includes placement/internship)	3	AOA212	Year 2 Semester 2		
AOA225	Text Production 4	3	AOA213	Year 2 Semester 2		
COMP223	Advanced office Application	3	COMP216	Year 2 Semester 2		

STUDENT ADVISING RECORD

Program(s):

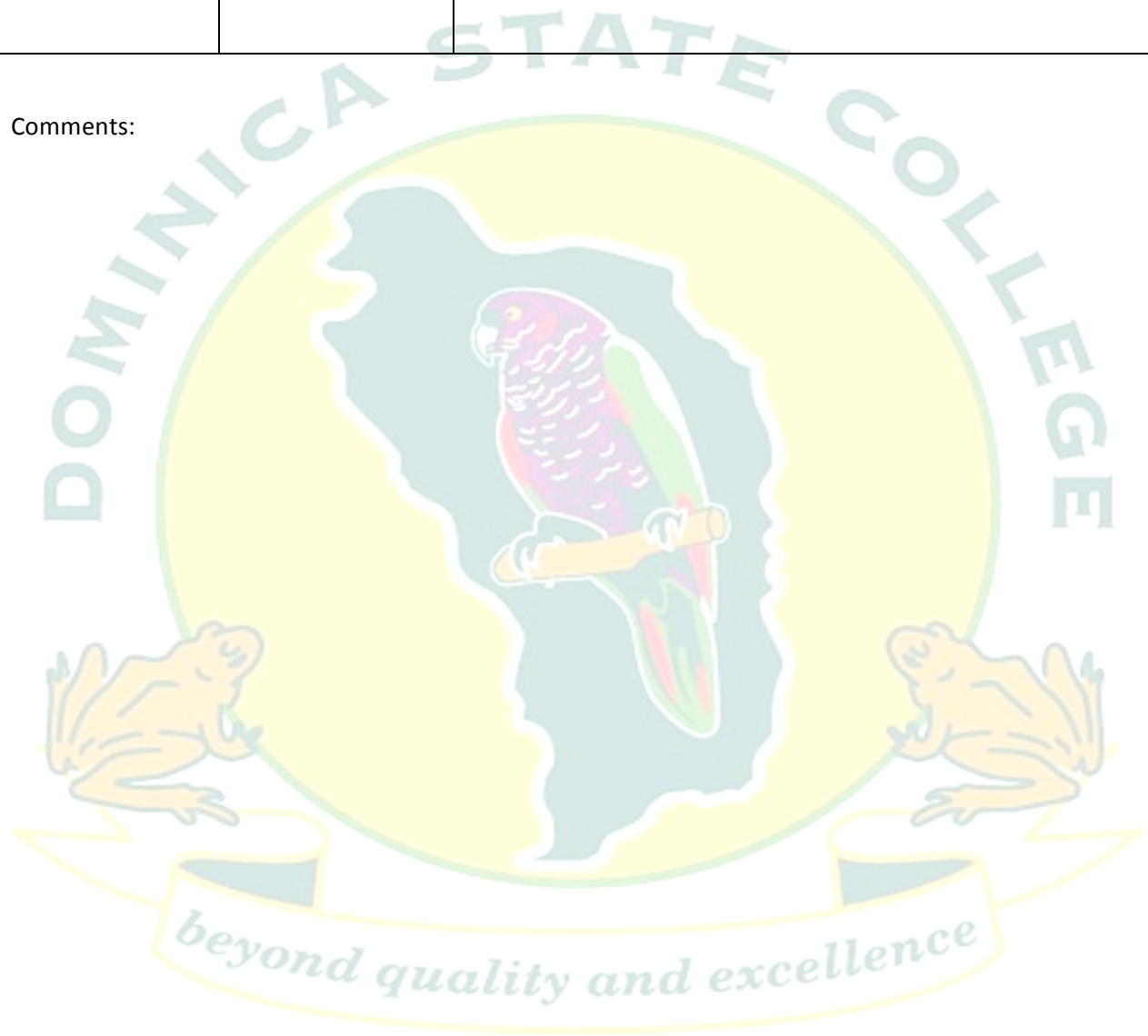
Year of Admission:

Student ID:

Faculty Advisors:

Semester	Advisor	Classes recommended

Comments:



General Education Courses

Category	Courses
Foreign Languages	FRE111, FRE115 (completed CSEC French), FRE124 (completed FRE111 or FRE115), SPAN111, SPAN121 (completed CSEC Spanish), SPAN122 (Completed SPAN111 or SPAN121, MAN111 (Mandarin 1 offered by the Confucius classroom), KWEL111(Introduction to the Kweyol Language)
Humanities	HIS111, LIT111, LIT115, HIS115, GEOG124, HIS101,HIS116,
Social Science	PSY111, SOCO111, ETH121, POL111
Natural Sciences	BIOL111, BIOL123, CHEM113, PHY111
General Electives	BUSI121, MCOM112, LIT122 ACCO114, ENTR114, HIS115, LAW211, LIT114, LIT115, LIT121, LIT212, LIT213, LIT222, MCOM111, GENS200 (General Studies Capstone course: Science majors encourage to take this course)

College Level Examination Program (CLEP) COURSES

BIOL111- INTRODUCTION TO BIOLOGICAL CONCEPTS
BIOL123-ENVIRONMENTAL BIOLOGY
BUSI121-PRINCIPLES OF BUSINESS
ECON111-PRINCIPLES OF MICRO-ECONOMICS
ENG111-LANGUAGE AND COMMUNICATION
ENG122-WRITING SEMINAR
GEOG124-MEDICAL GEOGRAPHY
HIS111-CARIBBEAN HISTORY
MATH115-COLLEGE ALGEBRA 1
MATH125-COLLEGE ALGEBRA 2
MATH121- FUNDAMENTALS OF STATISTICS
ENG115-CRITICAL READING
HIS116-HISTORY AND CIVICS OF DOMINICA

NB: The Dominica State College reserves the right to review academic graduation requirement at any time based on academic review and feedback from stakeholders. Additionally degree plans are design to allow students with one major and meeting all pre-requisite to graduated in two years. Having multiple majors or low/probationary GPA may require students to remain longer than two years to complete their majors.