



Buea Institute of Technology

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 Authorisation No. 122/MINEFOP/SG/DFOP/SDGSF/SACD du/of 12 Jan 2023

**DEPARTMENT OF OFFICE AUTOMATION AND SECRETARYSHIP**  
**ND OFFICE AUTOMATION SECRETARYSHIP**  
**COURSES**

**FIRST SEMESTER**

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	OAS201	C	6	Computer Keyboarding
02	OAS205	C	6	Microsoft Word
03	OAS207	C	6	Microsoft Excel
04	OAS209	C	6	Secretarial Practice I
05	GDP211	C	6	Graphic and Multimedia Design
06	FRE101	R	2	Basic French Language I
07	ENG101	R	2	Basic English Language I
08	DIL101	R	4	Digital Literacy

**Total Credits:38**

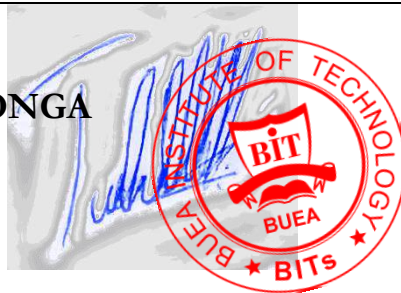
**SECOND SEMESTER**

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	OAS202	C	6	Microsoft Publisher
02	OAS204	C	6	Microsoft Power Point
03	OAS206	C	6	Microsoft Access
04	OAS208	C	6	Secretarial Practice II
05	OAS290	C	12	Academic Project I
06	CVE102	R	4	Civics, Ethics and Law
07	IPL102	R	4	Integration to Professional Life

**Total Credits: 44**

**General Credits to be Obtained: 82**

**TEGHEN Clovis MONYONGA**  
 Dean of Studies



Date: Monday, July 17<sup>th</sup> 2023