

Graduation Plan

Spring Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
AOT 105	Keyboarding		FA SP SU	3
AOT 134	Office Communications		FA SP SU	3
CPT 101	Introduction to Computers	RDG 100	FA SP SU	3
ENG 165	Professional Communications	ENG 100, RDG 100	FA SP SU	3
MAT 155	Contemporary Mathematics	MAT 032/012 (min grade C)	FA SP SU	3
TOTAL				15

Summer Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
ACC 101	Accounting Principles I	RDG 100	FA SP SU	3
AOT 161	Records Management	AOT 105, CPT 101	FA SP SU	3
ENG 101	English Composition I	ENG 100, RDG 100	FA SP SU	3
TOTAL				9

Fall Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
ACC 102	Accounting Principles II	ACC 101	FA SP SU	3
AOT 165	Information Processing Software	AOT 105, CPT 101	FA SP SU	3
IST 281	Presentation Graphics		FA SP SU	3
SPC 205	Public Speaking	ENG 101 or 165	FA SP SU	3
	Social/Behavioral Science	May vary by course.	FA SP SU	3
TOTAL				15

Spring Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
AOT 120	Introduction to Machine Transcription	AOT 165, CPT 101	FA SP SU	3
AOT 251	Administrative Systems and Procedures	AOT 105, CPT 101	FA SP SU	3
CPT 172	Microcomputer Data Base	CPT 101	FA SP SU	3
CPT 274	Advanced Microcomputer Spreadsheets	CPT 101	FA SP SU	3
	Humanities/Fine Arts	May vary by course.	FA SP SU	3
TOTAL				15

Summer Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
ACC 240	Computerized Accounting	ACC 101	FA SP SU	3
CPT 270	Advanced Microcomputer Applications	AOT 165, CPT 172, CPT 274, -OR- IST 281	FA SP SU	3
CWE 101	Cooperative Work Experience Prep		FA SP SU	1
CWE 112	Cooperative Work Experience		FA SP SU	2
TOTAL				9

NOTE: Course offerings may vary by semester and year. Please consult DegreeWorks and the course search feature when determining if the desired course is being offered in the current semester.