

Graduation Plan

Summer Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
AOT 105	Keyboarding		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
TOTAL				9

Fall Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
ACC 101	Accounting Principles I	RDG 100	FA SP SU	3
AOT 133	Professional Development		FA SP SU	3
AOT 165	Information Processing Software	AOT 105, CPT 101	FA SP SU	3
MAT 155	Contemporary Mathematics	MAT 032/012 (min grade C)	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
ACC 102	Accounting Principles II	ACC 101	FA SP SU	3
CPT 274	Advanced Microcomputer Spreadsheets	CPT 101	FA SP SU	3
ENG 101	English Composition I	ENG 100, RDG 100	FA SP SU	3
IST 281	Presentation Graphics		FA SP SU	3
SPC 205	Public Speaking	ENG 101 or 165	FA SP SU	3
TOTAL				15

Summer 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 180	Customer Service		FA SP SU	3
CPT 172	Microcomputer Data Base	CPT 101	FA SP SU	3
TOTAL				9

Fall Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
ACC 240	Computerized Accounting	ACC 101	FA SP SU	3
AOT 161	Records Management	AOT 105, CPT 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
	Humanities/Fine Arts	May vary by course.	FA SP SU	3
TOTAL				15

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.

Last Updated 2/10/2020