

Graduation Plan

Fall Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
AOT 105	Keyboarding		FA SP SU	3
AOT 133	Professional Development		FA SP SU	3
AOT 180	Customer Service		FA SP SU	3
CPT 101	Introduction to Computers	RDG 100	FA SP SU	3
TOTAL				12

Spring Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
AOT 165	Information Processing Software	AOT 105, CPT 101	FA SP SU	3
AOT 161	Records Management	AOT 105, CPT 101	FA SP SU	3
CPT 274	Advanced Microcomputer Spreadsheets	CPT101	FA SP SU	3
CWE 101	Cooperative Work Experience Preparation	Last Semester	FA SP SU	1
CWE 112	Cooperative Work Experience I	Last Semester	FA SP SU	2
TOTAL				12

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.