Administrative Office Tech **Total Credit Hours: 24**
Customer Service & Support Certificate (CSS6) **Effective: FALL 2020**
SPRING START

Graduation Plan

Spring 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

Summer 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.

Last Updated 2/10/2020