

Graduation Plan

Fall Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
ACC 101	Accounting Principles I	RDG 100	FA SP SU	3
AOT 105	Keyboarding		FA SP SU	3
BUS 101	Introduction to Business	RDG 100	FA SP SU	3
CPT 101	Introduction to Computers	RDG 100	FA SP SU	3
MGT 101	Principles of Management	RDG 100	FA SP SU	3
TOTAL				15

Spring Semester				
Course	Course Description	Prerequisites/Corequisites	Semester(s)	Credit Hours
AOT 161	Records Management	AOT 105, CPT 101	FA SP SU	3
AOT 165	Information Processing Software	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
IST 281	Presentation Graphics		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.