

Completion Plan

First Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
COL 101 College Orientation	1		1 <sup>st</sup> 8-weeks
*AOT 133 Professional Development	3		1 <sup>st</sup> 8-weeks
*AOT 165 Information Processing Software	3	Keyboarding skills	1 <sup>st</sup> 8-weeks
*AOT 105 Keyboarding	3		2 <sup>nd</sup> 8-weeks
*ENG 101 English Composition I <b>OR</b> *ENG 155 Communications I	3	Co-requisite ENG 032	2 <sup>nd</sup> 8-weeks
*AOT 110 Document Formatting	3	AOT 105	2 <sup>nd</sup> 8-weeks
<b>TOTAL</b>	<b>16</b>		

Second Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 167 Information Processing Applications	3	AOT 165	Summer
HSS 205 Technology and Society	3	Co-requisite ENG 032 or equivalent	Wintermester or Summer
*AOT 134 Office Communications	3	ENG 031 or equivalent Co-requisites AOT 105	Wintermester or Summer
<b>TOTAL</b>	<b>9</b>		

Third Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 143 Office Systems and Procedures	3	AOT 105	1 <sup>st</sup> 8-weeks
MAT 155 Contemporary Mathematics	3	MAT 033 or equivalent	1 <sup>st</sup> 8-weeks
*ACC 111 Accounting Concepts	3	MAT 033 or equivalent	1 <sup>st</sup> 8-weeks
*AOT 267 Integrated Information Processing	3	AOT 105, MAT 033 or equivalent	2 <sup>nd</sup> 8-weeks
*IST 225 Internet Communications	3		2 <sup>nd</sup> 8-weeks
<b>TOTAL</b>	<b>15</b>		

Fourth Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 106 Keyboarding Lab I	1	AOT 105	1 <sup>st</sup> 4-weeks
ECO 101 Basic Economics <b>OR</b>	3	Co-requisite ENG 032 or equivalent	1 <sup>st</sup> 4-weeks

\* Courses in this program that require a minimum grade of "C."

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ECO 210 Macroeconomics			
*ENG 156 Communications II	3	ENG 155 or equivalent	2 <sup>nd</sup> 4-weeks
*AOT 121 Machine Transcription	3	AOT 110, AOT 134	2 <sup>nd</sup> 8-weeks
<b>TOTAL</b>	<b>10</b>		

**Fifth Semester**

	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Recommended Term(s)</b>
*AOT 250 Advanced Information Processing	3	AOT 267	1 <sup>st</sup> 8-weeks
*AOT 265 Office Desktop Publishing	3	AOT 105 or keyboarding skills	1 <sup>st</sup> 8-weeks
*AOT 254 Office Simulation	3	AOT 134, AOT 167, AOT 267	2 <sup>nd</sup> 8-weeks
Elective- see list below	3		2 <sup>nd</sup> 8-weeks
<b>TOTAL</b>	<b>12</b>		

Approved Electives: AHS 102, AOT 135, AOT 213, AOT 252, BUS 101, BUS 121, BUS 123, CPT 101, CPT 170, CWE 111, CWE 121, CWE 122, CWE 123, CWE 131, CWE 132, CWE 211, MGT 101, MGT 110, SPA 101

\* Courses in this program that require a minimum grade of "C."