

Major Courses

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
AOT	117	Office Orientation	4		
AOT	142	General Office Procedures	5		
CMST	104	Speech Essentials <i>or</i>	3		
CMST	103	Workplace Communication <i>or</i>	3		
CMST	110	Communication Behavior	3		

Total Credits Required 12

Major Support (select 0-6 credits)

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
AOT	156	Supervised Employment	2		
AOT	172	Word Processing I	4		
CA	100	Introduction to Microcomputers	4		

Subtotal 0-6

Total Credits Required 12-18