SEMESTER 1

CPR 1002 - Computer Literacy & Applications
KYBD 1010 - Introductory Keyboarding
CSRV 1000 - Customer Service
ACCT 1100 – Principles of Accounting Part I
General Education Course

SEMESTER 2

KYBD 1111 - Introduction to Formatting
ACCT 1200 - Principles of Accounting Part II
BUSE 1045 – Business Communication
CPR 1310 – Introduction to Database Management
General Education Course

SEMESTER 3

ISYS 1440 – Word Processing
KYBD 1210 – Advanced Formatting
CPR 1320 – Spreadsheets
BUSM 1050 – Business Math
General Education Course

SEMESTER 4

ISYS 1650 – Desktop Publishing
OSYS 2530 – Office Procedures
ELECTIVE
General Education Course

SEMESTER 5

JOBS 2450 – Job Seeking Skills
ELECTIVE
ELECTIVE
General Education Course