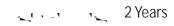
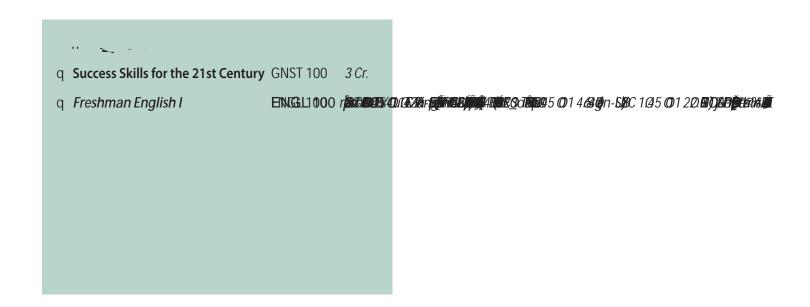
## This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

n see e		
q Success Skills for the 21st Century GNST 100	3 Cr.	q Principles of Accounting I ACCT 115 4 Cr.
q Freshman English I ENGL 100	3 Cr.	q <b>Microcomputer Applications</b> CMIS 175 4 Cr.
q Computer Literacy CMIS 101 (test out option available)	3 Cr.	q Records Management CMIS 190 3 Cr.
q Introduction to Document CMIS 124 Production	3 Cr.	q Choose 1  American Political System POLI 240 3 Cr. United States History to 1865 HIST 250* 3 Cr. *If student wants HIST 251, swap with communications requirement
CA Services		
q Introduction to Business BUSN 135	3 Cr.	q Business & Technical Communication BUSN 183 3 Cr.
q Introduction to Computer CMIS 115 Information Systems	3 Cr.	Q CMIC 152 100
q Advanced Document Production CMIS 224	3 Cr.	CMIS 153 1 Cr.
q Communication Requirement	3 Cr.	q Mathematics Requirement 4 Cr.
the second		Marian Company
q Humanities Requirement (see catalog requirements)	3-4 Cr.	q Lab Science Requirement 4 Cr.
q Social Science Requirement	3 Cr.	q Elective(s) if needed to get to 60 credit hours
		and the state of t

## O ce Administration, A.A.S.

This program provides background and skills in general business, accounting and communication, as well as the use of computer productivity tools. A counselor should be consulted if the student plans to transfer to a four-year institution.





You should meet with an academic counselor prior to registering for classes.

Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 level or higher) are required for all associate degree programs.

This program provides background and skills in general business, accounting and communication, as well as the use of computer productivity tools. A counselor should be consulted if the student plans to transfer to a four-year institution.

4.5 Years

This is suggested course sequenc	ing. Please s	see a cour	nselor or advisor for individual adjustments.
q Success Skills for the 21st Century q Computer Literacy (test out option available)	GNST 100 CMIS 101	3 Cr. 3 Cr.	q Records Management CM q Choose 1 American Political System POL United States History to 1865 HIST
q Introduction to Computer Information Systems q Freshman English I	CMIS 115 ENGL 100	3 Cr. 3 Cr.	*If student wants HIST 251, swap with communication  q Outlook CMI q Office Administration CM q Communication Requirement
q Introduction to Document Production q Microcomputer Applications	CMIS 124 CMIS 175	3 Cr. 3 Cr.	q Lab Science Requirement q Social Science Requirement q Elective(s) if needed to get to 60
q Advanced Document Production	CMIS 224	3 Cr.	
q Introduction to Business	BUSN 135	3 Cr.	
q Humanities Requirement q Principles of Accounting I	ACCT 115	3-4 Cr. 4 Cr.	You should meet
q Business & Technical Communications q Mathematics Requirement	BUSN 183	3 Cr. 4 Cr.	academic counselor prior to registering  Prerequisite courses may apply to A minimum of 60 unduplicated credits higher) are required for all associate de

q Records Management q Choose 1 American Political System United States History to 1865 *If student wants HIST 251, swap with con	CMIS 190  POLI 240  HIST 250*  nmunications requ	3 Cr.
q Outlook q Office Administration q Communication Requirement	CMIS 153 CMIS 270	1 Cr. 4 Cr. 3 Cr.
q Lab Science Requirement q Social Science Requirement q Elective(s) if needed to get	to 60 credit h	4 Cr. 3 Cr. nours

You should meet with an academic counselor prior to registering for classes.

Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 level or higher) are required for all associate degree programs.

## O ce Administration, A.A.S.

This program provides background and skills in general business, accounting and communication, as well as the use of computer productivity tools. A counselor should be consulted if the student plans to transfer to a four-year institution.

2 Years

q Introduction to Computer CMIS 115 3 Cr. Information Systems
· ·
Information Systems
2001f10001110020001m()T51pan50001m6500102001m6000000160000000000000000000000
2



You should meet with an academic counselor prior to registering for classes.

Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 level or higher) are required for all associate degree programs.