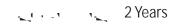
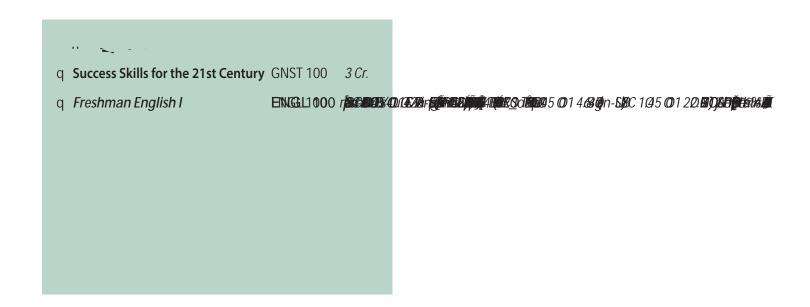
This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

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 Microcomputer Applications 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.

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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

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2 Years

q Introduction to Computer CMIS 115 3 Cr. Information Systems
· ·
Information Systems
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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.