



Plan of Study Associate of Applied Science Degree

Candidate: _____

Social Security Number: _____

Candidate for: **Business Office Technology**
Option: **General**

Fall	First Year	Credits	Completed	Grade
ACS 100	Student College Success	3	_____	_____
ENG 102	English Composition	4	_____	_____
CIS 101	Introduction to Computers	4	_____	_____
MATH 101	Basic Algebra or Higher	4	_____	_____
BUS 100	Principles of Keyboarding	3	_____	_____
	Semester Credits	18		
Spring				
COM 102	Public Speaking			
	OR			
ENG 104	English Composition & Research <i>Prerequisite: ENG 102</i>	3	_____	_____
ACCT 110	Office Accounting	3	_____	_____
CIS 201	Word Processing Applications	4	_____	_____
	Business or Computer Elective	3-4	_____	_____
	Science Requirement	4	_____	_____
	Semester Credits	17-18		
Fall	Second Year	Credits	Completed	Grade
CIS 161	Intermediate Computing <i>**Prerequisite: CIS 101</i>	4	_____	_____
BUS 113	Machine Transcription	3	_____	_____
BUS 203	Office Systems	3	_____	_____
	Business or Computer Elective	3-4	_____	_____
	Soc. Sci./Humanities Requirement	3	_____	_____
	Semester Credits	16-17		
Spring				
CIS 211	Advanced Computing <i>**Prerequisite: CIS 161</i>	4	_____	_____
CIS 202	Advanced Word Processing <i>**Prerequisite: CIS 201</i>	4	_____	_____
BUS 110	Records Management	3	_____	_____
	Business or Computer Elective	3-4	_____	_____
ENG 299	Capstone Portfolio Course	1	_____	_____
	Semester Credits	15-16		
Total Credits Completed for Degree		67-69		

Additional comments/Prerequisites: _____

Student Signature

Advisor Signature

Director of Enrollment Management

Date

Date

Date