



Plan of Study Associate of Applied Science Degree

Candidate: _____

Social Security Number: _____

Candidate for: **Business Office Technology**
Option: **Software Applications Specialist**

Fall	First Year	Credits	Completed	Grade
ACS 100	Student College Success	3	_____	_____
ENG 102	English Composition	4	_____	_____
CIS 101	Introduction to Computers	4	_____	_____
CIS 104	Introduction to Internet	4	_____	_____
BUS 221	Business Communications	3	_____	_____
Semester Credits		18		
Spring				
MATH 101	Basic Algebra or Higher	4	_____	_____
CIS 201	Word Processing Applications	4	_____	_____
CIS 116	Windows	4	_____	_____
COM 102	Public Speaking			
OR				
ENG 104	English Composition and Research	3	_____	_____
	<i>**Prerequisite: ENG 102</i>			
	Soc. Sci./Hum. Requirement	3	_____	_____
Semester Credits		18		
Fall	Second Year	Credits	Completed	Grade
CIS 161	Intermediate Computing	4	_____	_____
	<i>**Prerequisite: CIS 101</i>			
CIS 107	Database Applications	4	_____	_____
CIS 210	Graphics Applications	4	_____	_____
CS 225	Web Site Design	4	_____	_____
Semester Credits		16		
Spring				
	Science Requirement	4	_____	_____
CIS 202	Advanced Word Processing	4	_____	_____
	<i>**Prerequisite: CIS 201</i>			
CIS 211	Advanced Computing	4	_____	_____
	<i>**Prerequisite: ENG 102</i>			
CIS 295	Student Project	4	_____	_____
ENG 299	Capstone Portfolio Course	1	_____	_____
Semester Credits		17		
Total Credits Completed for Degree		69		

Additional comments/Prerequisites: _____

Student Signature

Advisor Signature

Director of Enrollment Management

Date

Date

Date