

Office Administration, A.A.S.

26-27 catalog

Full-time

Description: 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.

Completion Time: 2 Years

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

Year 1

Fall Semester

☐ Success Skills for the 21st Century	GNST 100	3 Cr.
☐ Computer Literacy (test out option available)	CMIS 101	3 Cr.
☐ Introduction to Document Production	CMIS 124	3 Cr.
☐ Freshman English I	ENGL 100	3 Cr.
☐ Choose 1		
American Political System	POLI 240	3 Cr.
United States History to 1865	HIST 250	3 Cr.
United States History Since 1865	HIST 251	3 Cr.

Spring Semester

☐ Introduction to Business	BUSN 135	3 Cr.
☐ Introduction to Computer Information Systems	CMIS 115	3 Cr.
☐ Advanced Document Production	CMIS 224	3 Cr.
☐ Mathematics Requirement		4 Cr.

Summer Session

☐ Humanities Requirement	3-4 Cr.
☐ Social Science Requirement	3 Cr.

Year 2

Fall Semester

☐ Principles of Accounting I	ACCT 115	4 Cr.
☐ Microcomputer Applications	CMIS 175	4 Cr.
☐ Records Management	CMIS 190	3 Cr.
☐ Oral Communication Requirement		3 Cr.

Spring Semester

☐ Business & Technical Communication	BUSN 183	3 Cr.
☐ Microsoft Outlook	CMIS 153	1 Cr.
☐ Office Administration	CMIS 270	4 Cr.
☐ Laboratory Science Requirement		4 Cr.

Total Minimum Credits: 60

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

Note: 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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Part-time

Description: 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.

Completion Time: 4.5 Years

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

Year 1

Fall Semester

- ☐ Success Skills for the 21st Century GNST 100 3 Cr.
- ☐ Computer Literacy CMIS 101 3 Cr.
(test out option available)

Spring Semester

- ☐ Introduction to Business BUSN 135 3 Cr.
- ☐ Introduction to Computer Information Systems CMIS 115 3 Cr.

Year 2

Fall Semester

- ☐ Introduction to Document Production CMIS 124 3 Cr.
- ☐ Microcomputer Applications CMIS 175 4 Cr.

Spring Semester

- ☐ Advanced Document Production CMIS 224 3 Cr.
- ☐ Freshman English I ENGL 100 3 Cr.

Year 3

Fall Semester

- ☐ Records Management CMIS 190 3 Cr.
- ☐ Mathematics Requirement 4 Cr.

Spring Semester

- ☐ Office Administration CMIS 270 4 Cr.
- ☐ Laboratory Science Requirement 4 Cr.

Year 4

Fall Semester

- ☐ Principles of Accounting I ACCT 115 4 Cr.
- ☐ Humanities Requirement 3-4 Cr.

Spring Semester

- ☐ Business & Technical Communication BUSN 183 3 Cr.
- ☐ Microsoft Outlook CMIS 153 1 Cr.
- ☐ Choose 1
 - American Political System POLI 240 3 Cr.
 - United States History to 1865 HIST 250 3 Cr.
 - United States History Since 1865 HIST 251 3 Cr.

Year 5

Fall Semester

- ☐ Oral Communication Requirement 3 Cr.
- ☐ Social Science Requirement 3 Cr.

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

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

Courses in italics may be taken in the summer term.

Total Minimum Credits: 60

Office Administration, A.A.S.

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Full-time spring start

Description: 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.

Completion Time: 2.5 Years

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

Year 1

Spring Semester

☐ Success Skills for the 21st Century	GNST 100	3 Cr.
☐ Freshman English I	ENGL 100	3 Cr.
☐ Mathematics Requirement		4 Cr.
☐ Choose 1		
American Political System	POLI 240	3 Cr.
United States History to 1865	HIST 250	3 Cr.
United States History Since 1865	HIST 251	3 Cr.

Fall Semester

☐ Computer Literacy (test out option available)	CMIS 101	3 Cr.
☐ Introduction to Document Production	CMIS 124	3 Cr.
☐ Laboratory Science Requirement		4 Cr.
☐ Social Science Requirement		3 Cr.

Year 2

Spring Semester

☐ Introduction to Business	BUSN 135	3 Cr.
☐ Introduction to Computer Information Systems	CMIS 115	3 Cr.
☐ Advanced Document Production	CMIS 224	3 Cr.
☐ Humanities Requirement		3-4 Cr.

Fall Semester

☐ Principles of Accounting I	ACCT 115	4 Cr.
☐ Microcomputer Applications	CMIS 175	4 Cr.
☐ Records Management	CMIS 190	3 Cr.
☐ Oral Communication Requirement		3 Cr.

Year 3

Spring Semester

☐ Business & Technical Communication	BUSN 183	3 Cr.
☐ Microsoft Outlook	CMIS 153	1 Cr.
☐ Office Administration	CMIS 270	4 Cr.

Total Minimum Credits: 60

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

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