

Office Administration, A.A.S.

25-26 catalog

Full-time with summer course schedule

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.
- ☐ Freshman English I ENGL 100 3 Cr.
- ☐ Computer Literacy CMIS 101 3 Cr.
(test out option available)
- ☐ Introduction to Document Production CMIS 124 3 Cr.
- ☐ 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*

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.
- ☐ Communication Requirement 3 Cr.

Summer Session

- ☐ Humanities Requirement 3-4 Cr.
(see catalog requirements)
- ☐ 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.
- ☐ Lab Science Requirement 4 Cr.
- ☐ Elective(s) if needed to get to 60 credit hours

Spring Semester

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

Office Administration, A.A.S.

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Full-time course schedule

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.
 - ☐ *Freshman English I* ENGL 100 3 Cr.
 - ☐ Computer Literacy CMIS 101 3 Cr.
(test out option available)
 - ☐ Introduction to Document Production CMIS 124 3 Cr.
 - ☐ 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*

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.
- ☐ *Communication Requirement* 3 Cr.
- ☐ *Mathematics Requirement* 4 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.
- ☐ *Humanities Requirement* 3-4 Cr.
(see catalog requirements)
- ☐ *Social Science Requirement* 3 Cr.

Spring Semester

- ☐ Business & Technical Communication BUSN 183 3 Cr.
- ☐ Office Administration CMIS 270 4 Cr.
- ☐ Outlook CMIS 153 1 Cr.
- ☐ *Lab Science Requirement* 4 Cr.
- ☐ *Elective(s)* if needed to get to 60 credit hours

Courses in italics may be taken in the summer term.

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.

Office Administration, A.A.S.

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Half-time course schedule

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 Computer Information Systems CMIS 115 3 Cr.
- ☐ *Freshman English I* ENGL 100 3 Cr.

Year 2

Fall Semester

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

Spring Semester

- ☐ Advanced Document Production CMIS 224 3 Cr.
- ☐ Introduction to Business BUSN 135 3 Cr.

Year 3

Fall Semester

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

Spring Semester

- ☐ Business & Technical Communications BUSN 183 3 Cr.
- ☐ *Mathematics Requirement* 4 Cr.

Year 4

Fall Semester

- ☐ Records Management CMIS 190 3 Cr.
 - ☐ *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*

Spring Semester

- ☐ Outlook CMIS 153 1 Cr.
- ☐ Office Administration CMIS 270 4 Cr.
- ☐ *Communication Requirement* 3 Cr.

Year 5

Fall Semester

- ☐ *Lab Science Requirement* 4 Cr.
- ☐ *Social Science Requirement* 3 Cr.
- ☐ *Elective(s)* if needed to get to 60 credit hours

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 course schedule

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

Spring Semester

- ☐ Success Skills for the 21st Century GNST 100 3 Cr.
- ☐ Freshman English I ENGL 100 3 Cr.
- ☐ Communication Requirement 3 Cr.
- ☐ Introduction to Business BUSN 135 3 Cr.

Fall Semester

- ☐ Computer Literacy CMIS 101 3 Cr.
(test out option available)
- ☐ Introduction to Document Production CMIS 124 3 Cr.
- ☐ Mathematics Requirement 4 Cr.
- ☐ Business & Technical Communication BUSN 183 3 Cr.

Year 2

Spring Semester

- ☐ Introduction to Computer Information Systems CMIS 115 3 Cr.
- ☐ Advanced Document Production CMIS 224 3 Cr.
- ☐ Lab Science Requirement 4 Cr.
- ☐ Humanities Requirement 3-4 Cr.
(see catalog requirements)

Fall Semester

- ☐ Principles of Accounting I ACCT 115 4 Cr.
- ☐ Microcomputer Applications CMIS 175 4 Cr.
- ☐ Records Management CMIS 190 3 Cr.
- ☐ 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*

Year 5

Spring Session

- ☐ Social Science Requirement 3 Cr.
- ☐ Office Administration CMIS 270 4 Cr.
- ☐ Outlook CMIS 153 1 Cr.
- ☐ Elective(s) if needed to get to 60 credit hours

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.