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			Year 2		
Fall Semester		•	Fall Semester		
☐ Success Skills for the 21st Century	, GNST 100	3 Cr.	☐ Principles of Accounting I	ACCT 115	4 Cr.
☐ Freshman English I	ENGL 100	3 Cr.	☐ Microcomputer Applications	CMIS 175	4 Cr.
□ Computer Literacy	CMIS 101	3 Cr.	☐ Records Management	CMIS 190	3 Cr.
(test out option available)	CNUC 124	2.6	☐ Lab Science Requirement		4 Cr.
Introduction to Document Production	CMIS 124	3 Cr.	☐ Elective(s) if needed to g	et to 60 credit	hours
☐ Choose 1 American Political System United States History to 1865 *If student wants HIST 251, swap with con-	POLI 240 HIST 250* nmunications requ	3 Cr. 3 Cr. uirement			
Spring Semester			Spring Semester		
☐ Introduction to Business		2.6			
	BUSN 135	3 Cr.	Business & Technical Communicati	on BUSN 183	3 Cr.
☐ Introduction to Computer	BUSN 135 CMIS 115	3 Cr. 3 Cr.	Business & Technical CommunicatiOffice Administration	on BUSN 183 CMIS 270	3 Cr. 4 Cr.
☐ Introduction to Computer Information Systems	CMIS 115	3 Cr.			<i>- -</i>
Introduction to Computer Information SystemsAdvanced Document Production	CMIS 115	3 Cr.	☐ Office Administration	CMIS 270	4 Cr.
☐ Introduction to Computer Information Systems	CMIS 115	3 Cr.	☐ Office Administration☐ Outlook	CMIS 270	4 Cr. 1 Cr.
Introduction to Computer Information SystemsAdvanced Document Production	CMIS 115	3 Cr.	☐ Office Administration☐ Outlook	CMIS 270	4 Cr. 1 Cr.
□ Introduction to Computer Information Systems□ Advanced Document Productio□ Communication Requirement	CMIS 115	3 Cr.	☐ Office Administration☐ Outlook	CMIS 270	4 Cr. 1 Cr.
□ Introduction to Computer Information Systems □ Advanced Document Productio □ Communication Requirement Summer Session □ Humanities Requirement	CMIS 115	3 Cr. 3 Cr. 3 Cr.	☐ Office Administration☐ Outlook	CMIS 270	4 Cr. 1 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.

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		Year 2			
Fall Semester		Fall Semester			
☐ Success Skills for the 21st Century GNST 10) 3 Cr.	☐ Principles of Accounting I ACCT 115 4 Cr.			
☐ Freshman English I ENGL 10) 3 Cr.	☐ Microcomputer Applications CMIS 175 4 Cr.			
Computer Literacy CMIS 101	3 Cr.	☐ Records Management CMIS 190 3 Cr.			
(test out option available) ☐ Inroduction to Document ☐ CMIS 12-	4 <i>3 Cr</i> .	☐ Humanities Requirement 3-4 Cr. (see catalog requirements)			
Production		☐ Social Science Requirement 3 Cr.			
□ Choose 1 American Political System POLI 240 United States History to 1865 HIST 250 *If student wants HIST 251, swap with communications is	_				
Spring Semester		Spring Semester			
☐ Introduction to Business BUSN 13	35 3 Cr.	☐ Business & Technical Communication BUSN 183 <i>3 Cr.</i>			
□ Introduction to Computer CMIS 11	5 <i>3 Cr</i> .	☐ Office Administration CMIS 270 4 Cr.			
Information Systems	4 26"	☐ Outlook CMIS 153 1 Cr.			
□ Advanced Document Production CMIS 22		☐ Lab Science Requirement 4 Cr.			
□ Communnication Requirement□ Mathematics Requirement	3 Cr. 4 Cr.	☐ Elective(s) if needed to get to 60 credit hours			
Courses in italics may be taken in the summer term. Total Minimum C					

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.

Total Minimum Credits: 60

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

Courses in italics may be taken in the summer term.

Year 1			Year 4
Fall Semester □ Success Skills for the 21st Century □ Computer Literacy (test out option available)	GNST 100 CMIS 101	3 Cr. 3 Cr.	Fall Semester ☐ Records Management CMIS 190 3 Cr. ☐ Choose 1 American Political System POLI 240 3 Cr.
Spring Semester			United States History to 1865 HIST 250* 3 Cr. *If student wants HIST 251, swap with communications requirement
☐ Introduction to Computer Information Systems☐ Freshman English I	CMIS 115 ENGL 100	3 Cr. 3 Cr.	Spring Semester□ OutlookCMIS 1531 Cr.□ Office AdministrationCMIS 2704 Cr.
Year 2			☐ Communication Requirement 3 Cr.
Fall Semester ☐ Introduction to Document Production ☐ Microcomputer Applications	CMIS 124 CMIS 175	3 Cr. 3 Cr.	Year 5 Fall Semester □ Lab Science Requirement 4 Cr.
Spring Semester			☐ Social Science Requirement 3 Cr. ☐ Elective(s) if needed to get to 60 credit hours
□ Advanced Document Production□ Introduction to Business	CMIS 224 BUSN 135	3 Cr.	
Year 3			
Fall Semester ☐ Humanities Requirement ☐ Principles of Accounting I	ACCT 115	3-4 Cr. 4 Cr.	Academic Advising: You should meet with an
Spring Semester	BUSN 183		academic counselor prior to registering for classes. Note: Prerequisite courses may apply to this program

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 cour Year 1	Year 2
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.	Spring Semester ☐ Introduction to Computer CMIS 115 3 Cr. Information Systems ☐ Advanced Document Production CMIS 224 3 Cr. ☐ Lab Science Requirement 4 Cr. ☐ Humanities Requirement 3-4 Cr.
Fall Semester Computer Literacy (test out option available) Introduction to Document CMIS 124 3 Cr. Production Mathematics Requirement 4 Cr. Business & Technical Communication BUSN 183 3 Cr.	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.