

Office Administration, A.A.S.

24-25 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	Year 2
<p>Fall Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Success Skills for the 21st Century GNST 100 3 Cr. <input type="checkbox"/> Freshman English I ENGL 100 3 Cr. <input type="checkbox"/> Computer Literacy CMIS 101 3 Cr. (test out option available) <input type="checkbox"/> Introduction to Document Production CMIS 124 3 Cr. 	<p>Fall Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principles of Accounting I ACCT 115 4 Cr. <input type="checkbox"/> Microcomputer Applications CMIS 175 4 Cr. <input type="checkbox"/> Records Management CMIS 190 3 Cr. <input type="checkbox"/> Choose 1 <ul style="list-style-type: none"> American Political System POLI 240 3 Cr. United States History to 1865 HIST 250* 3 Cr. <i>*If student wants HIST 251, swap with communications requirement</i>
<p>Spring Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Business BUSN 135 3 Cr. <input type="checkbox"/> Introduction to Computer Information Systems CMIS 115 3 Cr. <input type="checkbox"/> Advanced Document Production CMIS 224 3 Cr. <input type="checkbox"/> Communication Requirement 3 Cr. 	<p>Spring Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business & Technical Communication BUSN 183 3 Cr. <input type="checkbox"/> Office Administration CMIS 270 4 Cr. <input type="checkbox"/> Outlook CMIS 153 1 Cr. <input type="checkbox"/> Mathematics Requirement 4 Cr.
<p>Summer Session</p> <ul style="list-style-type: none"> <input type="checkbox"/> Humanities Requirement 3-4 Cr. (see catalog requirements) <input type="checkbox"/> Social Science Requirement 3 Cr. 	<p>Summer Session</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lab Science Requirement 4 Cr. <input type="checkbox"/> 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.

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
<p>Fall Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Success Skills for the 21st Century GNST 100 3 Cr. <input type="checkbox"/> <i>Freshman English I</i> ENGL 100 3 Cr. <input type="checkbox"/> Computer Literacy CMIS 101 3 Cr. (test out option available) <input type="checkbox"/> Introduction to Document Production CMIS 124 3 Cr. <input type="checkbox"/> Choose 1 <ul style="list-style-type: none"> American Political System POLI 240 3 Cr. United States History to 1865 HIST 250* 3 Cr. <i>*If student wants HIST 251, swap with communications requirement</i> 	<p>Fall Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principles of Accounting I ACCT 115 4 Cr. <input type="checkbox"/> Microcomputer Applications CMIS 175 4 Cr. <input type="checkbox"/> Records Management CMIS 190 3 Cr. <input type="checkbox"/> <i>Humanities Requirement</i> 3-4 Cr. (see catalog requirements) <input type="checkbox"/> <i>Social Science Requirement</i> 3 Cr.
<p>Spring Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Business BUSN 135 3 Cr. <input type="checkbox"/> <i>Introduction to Computer Information Systems</i> CMIS 115 3 Cr. <input type="checkbox"/> Advanced Document Production CMIS 224 3 Cr. <input type="checkbox"/> <i>Communication Requirement</i> 3 Cr. <input type="checkbox"/> <i>Mathematics Requirement</i> 4 Cr. 	<p>Spring Semester</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business & Technical Communication BUSN 183 3 Cr. <input type="checkbox"/> Office Administration CMIS 270 4 Cr. <input type="checkbox"/> Outlook CMIS 153 1 Cr. <input type="checkbox"/> <i>Lab Science Requirement</i> 4 Cr. <input type="checkbox"/> <i>Elective(s)</i> if needed to get to 60 credit hours
<p>Courses in italics may be taken in the summer term. Total Minimum Credits: 60</p>	

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.

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

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 (test out option available) CMIS 101 3 Cr.
- 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 (see catalog requirements) 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.
 - 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.