

# Associate in Applied Science

## Office Systems/Administrative Assistant

### Year 1

1st Semester			Credit	Contact	√
BUSN	177	Mathematics of Business	3	3	
CIS	101	Computer Concepts and Applications	4	4	
OIS	150	Word Processing Applications	4	4	
OIS	191	Business English and Proofreading	3	3	
Total Hours:			14	14	

2nd Semester			Credit	Contact	√
ACCT	100	Practical Accounting	4	4	
CIS	123	Microsoft PowerPoint	1	1	
ENGL	101	Rhetoric and Composition	3	3	
OIS	108	Document Processing	2	3	
OIS	117	Records Management	2	2	
OIS	250	Adv Word Processing Applications	3	3	
Total Hours:			15	16	

### Year 2

3rd Semester			Credit	Contact	√
BUSN	195	Business Communications	3	3	
BUSN	004	Business Elective 4 Credit	4	4	
CIS	130	Spreadsheet Applications	3	3	
OIS	218	Machine Transcription	2	3	
SBS	003	Social Behavioral Science Elective	3	3	
Total Hours:			15	16	

4th Semester			Credit	Contact	√
CIS	140	Database Applications	3	3	
HMSB	003	Humanities/Social Behavioral Electi	3	3	
OIS	260	Office Technology and Procedures	4	4	
APRVE	003	Approved Elective 3 Credit	3	3	
SBS	003	Social Behavioral Science Elective	3	3	
Total Hours:			16	16	

**Program Total: 60 62**

Approved Electives: ACCT 105, BUSN 160, BUSN 250, CIS 115, CIS 125, OIS 240, OIS 271-2-3.

See college catalog for Humanities/Social Behavioral Science elective choices.

Notes: ACCT 100 may be substituted with ACCT 101. BUSN 195 may be substituted with ENGL 145.

This map is intended to be used in conjunction with your academic advisor.