



**Plan of Study  
Associate of Applied Science Degree**

**Candidate:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Candidate for:** Business Office Technology  
**Option:** General

<b>First Year</b>			<b>Credits</b>	<b>To Take/Completion</b>	<b>Grade</b>
<b>Fall</b>					
ACS	100	Student College Success	3	_____	_____
ENG	102	English Composition	3	_____	_____
CIS	101	Introduction to Computers	4	_____	_____
MATH	101	Basic Algebra or Higher	3	_____	_____
BUS	100	Principles of Keyboarding	3	_____	_____
		<i>Credits</i>	16		
<b>Spring</b>					
COM	102	Public Speaking			
		or			
ENG	104	English Composition & Research	3	_____	_____
		<i>Prerequisite: ENG 102</i>			
ACCT	110	Office Accounting	3	_____	_____
CIS	201	Word Processing Applications	4	_____	_____
		Business or Computer Elective	4	_____	_____
		Science Requirement	4	_____	_____
		<i>Credits</i>	18		
<b>Second Year</b>			<b>Credits</b>	<b>To Take/Completion</b>	<b>Grade</b>
<b>Fall</b>					
CIS	161	Intermediate Computing	4	_____	_____
		<i>Prerequisite: CIS 101</i>			
BUS	113	Machine Transcription	3	_____	_____
BUS	203	Office Systems	3	_____	_____
		Business or Computer Elective	3-4	_____	_____
		Soc. Sci./Humanities Requirement	3	_____	_____
		<i>Credits</i>	16-17		
<b>Spring</b>					
CIS	211	Advanced Computing	4	_____	_____
		<i>Prerequisite: CIS 161</i>			
CIS	202	Advanced Word Processing	4	_____	_____
		<i>Prerequisite: CIS 201</i>			
BUS	110	Records Management	3	_____	_____
		Business or Computer Elective	3-4	_____	_____
		<i>Credits</i>	14-15		
		<b>Total Credits</b>	<b>64-66</b>		

Additional comments/Prerequisites: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Office of Enrollment Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date