



## Plan of Study Associate of Applied Science Degree

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

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

**Candidate for:** Business Office Technology  
**Option:** Software Applications Specialist

		<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	_____	_____
CIS	104	Introduction to Internet	4	_____	_____
BUS	221	Business Communications	3	_____	_____
		<i>Credits</i>	17		
<b>Spring</b>					
MATH	101	Basic Algebra or Higher	3	_____	_____
CIS	201	Word Processing Applications	4	_____	_____
CIS	116	Windows	4	_____	_____
COM	102	Public Speaking		_____	_____
		or			
ENG	104	English Composition and Research	3	_____	_____
		<i>Prerequisite: ENG 102</i>			
		Soc. Sci./Hum. Requirement	3	_____	_____
		<i>Credits</i>	17		
		<b>Second Year</b>			
<b>Fall</b>			<b>Credits</b>	<b>To Take/Completion</b>	<b>Grade</b>
		Elective CIS or CS	3/4	_____	_____
CIS	107	Database Applications	4	_____	_____
CIS	210	Graphics Applications	4	_____	_____
CS	225	Web Site Design	3	_____	_____
		<i>Credits</i>	14/15		
<b>Spring</b>					
		Science Requirement	4	_____	_____
CIS	202	Advanced Word Processing	4	_____	_____
		<i>Prerequisite: CIS 201</i>			
CIS	108	Spreadsheet Applications	4	_____	_____
CIS/CS	295	Student Project	4	_____	_____
		<i>Credits</i>	16		
		<b>Total Credits</b>	<b>64/65</b>		

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date