Plan of Study
Associate of Applied Science Degree

Candidate:_____   **Student ID Number:**_____

Candidate for: Business Office Technology
Option: General

		First Year	**Credits**	**Completed**	**Grade**
Fall					
ACCT	202	Principles of Accounting I	3	_____	_____
BUS	101	Introduction to Business	3	_____	_____
BUS	103	Business Mathematics	3	_____	_____
CIS	101	Introduction to Computers	4	_____	_____
ENG	102	English Composition	3	_____	_____
		Semester Credits	16		
Spring					
BUS	110	Records Management	3	_____	_____
BUS	221	Business Communications	3	_____	_____
CIS	161	Intermediate Computing	4	_____	_____
MATH	101	Basic Algebra or Higher	4	_____	_____
		Semester Credits	14		

		Second Year	**Credits**	**Completed**	**Grade**
Fall					
BUS	203	Office Systems	3	_____	_____
CIS	201	Word Processing Applications	4	_____	_____
CIS	211	Advanced Computing	4	_____	_____
COM	102	Public Speaking	3	_____	_____
HPE	____	HPE Elective	1	_____	_____
		Semester Credits	15		
Spring					
BUS	____	Business Elective	3	_____	_____
CIS	202	Advanced Word Processing	4	_____	_____
____		Science Requirement	4	_____	_____
		Social/Behavioral Science or Hum/Fine Arts Requirement	3	_____	_____
ENG	299	Capstone Portfolio Course	1	_____	_____
		Semester Credits	15		
		Total Credits Completed for Degree	**60**		

Additional comments/Prerequisites: _____

_____

_____   _____   _____
Student Signature   Advisor Signature   Director of Enrollment Management

_____   _____   _____
Date   Date   Date