



Plan of Study Associate of Applied Science Degree

Candidate: _____

Student ID Number: _____

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

Fall	First Year	Credits	Completed	Grade
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 108	A Survey of Mathematics	4	_____	_____
	Semester Credits	14		
Fall	Second Year	Credits	Completed	Grade
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