

**ADMINISTRATIVE INFORMATION SYSTEMS OPTION – N041****A.S in Computer Information Systems**

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The Administrative Professional Degree combines strong technical and computer skills and an emphasis on effective writing and communications skills. This degree allows flexibility and the liberal use of electives so that students may specialize in the executive, legal, medical fields or in other areas or prepare for transfer to a four-year institution.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science	4	
_____	_____	Laboratory Science _____	4	
_____	_____	Social Science Electives _____	6	
_____	_____	Math Elective <sup>3</sup>	3-4	
<b>PROGRAM REQUIREMENTS</b>				<b>36-37</b>
_____	ACC 111	Principles of Accounting I	4	
_____	BUS 112	Professional Etiquette	1	
_____	BUS 215	Spreadsheets	3	
_____	BUS 220	Business Communications <sup>1</sup>	3	
_____	CSI 111	Computer Concepts with Application	4	
_____	CSI 120	Business Data Communications	3	
_____	CSI 242	Applied Database Management	3	
_____	CSI 252	Introduction to Website Development	3	
_____	MGT 230	Principles of Management	3	
_____	OTC 217	Advanced Document Processing (Spring) <sup>2</sup>	3	
_____	OTC 245	Administrative Support Services (Spring)	3	
<b>PROGRAM ELECTIVES</b>				<b>6-8</b>
<i>(Select two from the following)</i>				
_____	_____	Administrative Information Systems <sup>4</sup> _____	3-4	
_____	_____	Administrative Information Systems <sup>4</sup> _____	3-4	
			<b>Total Credits</b>	<b>62- 65</b>

**NOTES:**<sup>1</sup> Prerequisite ENG 101.<sup>2</sup> Prerequisite OTC 101.<sup>3</sup> Choose either MTH 150 or 155.<sup>4</sup> Select from ACC 105, ACC 112, BUS 280, CSI 211, CSI 251, CSI 254, COM 150, ENG 223, MGT 231, MGT 235, MKT 240, SEC 105, SEC 261, SEC 262, SEC 263, SEC 266, SEC 264, 266, SEC 268.