

2003-04 CATALOG

OFFICE MANAGEMENT AND TECHNOLOGY

A.A.S. Degree Requirements
61 Credits

GENERAL REQUIREMENTS

COMMUNICATIONS:- (9)

Engl 111X (3)____
* Cios 260 (3)____ ('C' or better grade)
Comm 131X or 141X (3)____

*COMPUTATION:- (3)

('C' grade or better)
ABUS 155 (3)____
OR CIOS 116 (3)____
OR HLTH 116 (3)____

*HUMAN RELATIONS:- (3)

('C' grade or better)
ABUS 154 (3)____
Only courses with an X designator count towards the baccalaureate core.

Concentrations continued:

Medical Office Management

- Complete the Office Technology concentration
- Complete the following:
HLTH 132 (2)____ HLTH 234 (4)____
CIOS 200 OR HLTH 204 (3)____
- Complete 11 credits from the following:
ABUS 179 (3)____ CIOS 208 (2)____
CIOS 130 (3)____ CIOS 260 (3)____
CIOS 164 (1)____ CIOS 275 (3)____
CIOS 205 (2)____ HLTH 118 (2)____
CIOS 207 (2)____
CIOS 276 (1-3) or 282 (3)____
Advisor approved CIOS or HLTH Electives (1-6)
_____()_____()____

Office Technology

- Complete three credits from:
CIOS 106 (3)____ CIOS 107 (1-3)____
CIOS 106A (1)____ CIOS 108 (3)____
- Complete 17 credits from:
ABUS 175 (3)____ CIOS 164 (1)____
CIOS 135 (3)____ CIOS 165 (3)____
CIOS 161 (1)____ CIOS 260 (3)____
CIOS 130 or 132 (3)____
CIOS 276 (1-3) or 282 (3)____
Advisor approved Abus or Cios Electives (1-6)
_____()_____()____

Web Foundations

Complete 20 credits from:
CIOS 146 (3)____ CIOS 255 (3)____
CIOS 240 (3)____ CIOS 256 (3)____
CIOS 242 (3)____ CIOS 275 (3)____
CIOS 246 (3)____
CIOS 276 (1-3) or 282 (3)____
Advisor approved Cios or CS Electives (1-6)
_____()_____()____

(omgtaas)

**Designates only grades of "C" or better may be used to fulfill this requirement.*

*MAJOR REQUIREMENTS:

1. Complete the following:- (6)

ABUS 101 (3)____ CIOS 160 (3)____

2. Complete 2 of the following concentrations:

Administrative Office Management

a. Complete the Office Technology concentration

b. Complete the following:

ABUS 179 (3)____ CIOS 265 (3)____ CIOS 264 (3)____

c. Complete 11 credits from:

CIOS 133 (3)____ CIOS 240 (3)____ CIOS 260 (3)____

CIOS 207 (2)____ CIOS 251 (3)____ CIOS 275 (3)____

ABUS 220 OR ABUS/CIOS 221 (3)____

CIOS 276 (1-3) or 282 (3)____

Advisor Approved Abus or Cios electives:

_____()_____()____

Bookkeeping

Complete 20 credits from:

ABUS 141 (3)____ CIOS 135 (3)____ CIOS 165 (3)____

ABUS 175 (3)____ CIOS 164 (1)____ CIOS 240 (3)____

ABUS 101 or 201 (3)____

ABUS 220 OR ABUS/CIOS 221 (3)____

CIOS 276 (1-3) or 282 (3)____

Advisor Approved Abus or Cios electives:

_____()_____()____

Certified Professional

Must have proof of CPS rating.

Complete 20 credits from:

ABUS 154 (3)____ ACCT 261 (3)____ CIOS 260 (3)____

ABUS 179 (3)____ BA 151 (3)____ CIOS 265 (3)____

ABUS 241 (3)____ CIOS 109 (3)____ ACCT 262 (3)____

CIOS 264 (3)____ CIOS 150 (3)____ Econ 202 (3)____

Desktop Publishing and Graphics

Complete 20 credits from:

CIOS 133 (3)____ CIOS 233 (3)____ CIOS 256 (3)____

CIOS 146 (3)____ CIOS 234 (3)____ CIOS 260 (3)____

CIOS 231 (1)____ CIOS 255 (3)____ CIOS 275 (3)____

CIOS 276 (1-3) or 282 (3)____

CIOS 130 or 132 (3)____

Advisor Approved electives: (1-6)

_____()_____()____

Legal Office Management

a. Complete the Office Technology Concentration

b. Complete the following

ABUS 179 (3)____ CIOS 264 (3)____ CIOS 265 (3)____

PLS 101 or ABUS 241 (3)____

c. Complete 8 credits from the following:

CIOS 206 (2)____ CIOS 209 (2)____ CIOS 275 (3)____

CIOS 207 (2)____

CIOS 276 (1-3) or 282 (3)____

Advisor Approved ABUS, CIOS, Just, Pls electives: (1-6)

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Credits for general requirements:

15

Credits for major requirements:

46

Total credits required for degree:

61