

**2003-04 CATALOG**  
**OFFICE MANAGEMENT AND TECHNOLOGY**

Certificate Requirements  
30 Credits

**CERTIFICATE REQUIREMENTS:**

**COMMUNICATION:- (3)**

Cios 160 (3) \_\_\_\_\_

**COMPUTATION:- (3)**

Complete one of the following:

ABUS 155 (3) \_\_\_\_\_

OR CIOS 116 (3) \_\_\_\_\_

OR HLTH 116 (3) \_\_\_\_\_

OR any MATH at the 100-level of above:

\_\_\_\_\_ (3) \_\_\_\_\_

**HUMAN RELATIONS:- (3)**

ABUS 154 (3) \_\_\_\_\_

You must have a grade point average (gpa) of 2.0 in ALL work as well as in your major. 15 semester hours must be in UAF residence credits.

**\*MAJOR REQUIREMENTS:**

1. Complete the following:- (1-3)

CIOS 276 (1-3) \_\_\_\_\_

OR CIOS 282 (3) \_\_\_\_\_

2. Complete 20 credits from one of the following concentrations:

**Bookkeeping**

ABUS 141 (3) \_\_\_\_\_ CIOS 164 (1) \_\_\_\_\_

ABUS 175 (3) \_\_\_\_\_ CIOS 165 (3) \_\_\_\_\_

CIOS 135 (3) \_\_\_\_\_ 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: (1-6)

\_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

**Desktop Publishing and Graphics**

CIOS 133 (3) \_\_\_\_\_ CIOS 255 (3) \_\_\_\_\_

CIOS 146 (3) \_\_\_\_\_ CIOS 256 (3) \_\_\_\_\_

CIOS 231 (1) \_\_\_\_\_ CIOS 260 (3) \_\_\_\_\_

CIOS 233 (3) \_\_\_\_\_ CIOS 275 (3) \_\_\_\_\_

CIOS 234 (3) \_\_\_\_\_

CIOS 130 or 132 (3) \_\_\_\_\_

CIOS 276 (1-3) or 282 (3) \_\_\_\_\_

Advisor Approved electives: (1-6)

\_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

**Office Technology**

a. Complete three credits from:

CIOS 106 (3) \_\_\_\_\_ CIOS 107 (1-3) \_\_\_\_\_

CIOS 106A (1) \_\_\_\_\_ CIOS 108 (3) \_\_\_\_\_

b. 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)

\_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Credits for general requirements:

9

Credits for major requirements:

21-23

Total credits required for certificate:

30