

2004-05 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

a. Complete the Office Technology concentration

b. Complete the following:

HLTH 132 (2)_____ HLTH 234 (4)_____

CIOS 200 OR HLTH 100 (3)_____

c. 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

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)

_____ () _____ () _____

(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)_____ ACCT 262 (3)_____ CIOS 265 (3)_____

ABUS 241 (3)_____ BA 151 (3)_____ Econ 202 (3)_____

CIOS 264 (3)_____ CIOS 150 (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)

_____ () _____ () _____

Credits for general requirements:

15

Credits for major requirements:

46

Total credits required for degree:

61