

2004-05 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)

_____ () _____ () _____