



Administrative Professional (AAS) Degree– 20114 2020-2021 Recommended Course Sequencing

	Course	Requirement Filled	Cr	Notes
1 st Semester FALL	AIS 237 Word Processing Applications	Core Curriculum	3	Fall - Online
	AIS 213 A/B/C Office Procedures	Core Curriculum	3	Fall - Online
	AIS 240 Desktop Publishing	Core Curriculum	3	Fall - Online
	CMP 101 Introduction to Computers OR CMP 103 Intro to Computer Based Systems	General Education	3	Fall & Spring-Online & Face to Face
	Curriculum Elective (Recommend AIS 117)	Curriculum Related	3	Fall & Spring-Online & Face to Face; see curriculum for approved list
	Total Hours			15
Note: Any developmental courses (such as ENG 100 and MAT 120) must be taken in addition to the above during this semester as prerequisites for later courses.				

2 nd Semester SPRING	AIS 118 Electronic Keyboarding II	Core Curriculum	3	Fall & Spring-Online & Face to Face; Recommend AIS 117 First
	BUS 111 Business Math	General Education	3	Fall & Spring-Online & Face to Face
	Curriculum Elective	Curriculum Related	6	Fall & Spring-Online & Face to Face; see curriculum for approved list
	ENG 101 Written Communication I	General Education	3	Fall & Spring-Online & Face to Face
	General Education Elective	General Education	3	
Total Hours			18	

3 rd Semester FALL	AIS 214 The Office Professional	Core Curriculum	3	Fall & Spring - Online
	BUS 101 Fundamentals of Accounting	Core Curriculum	3	Fall & Spring-Online & Face to Face
	BUS 251 Human Relations	General Education	3	Fall & Spring-Online & Face to Face; Prerequisite-ENG 100 or 101
	BUA 259 Business Communications	General Education	3	Fall & Spring-Online & Face to Face; Prerequisite-ENG 100 or 101
	Curriculum Elective	Curriculum Related	3	Fall & Spring-Online & Face to Face; see curriculum for approved list
	General Education Elective	Elective	1	
Total Hours			16	

4 th Semester SPRING	AIS 238 Advanced Office Applications	Core Curriculum	3	Spring - Online
	AIS 239 A/B/C Multimedia/Elect Task Mgt	Core Curriculum	3	Spring - Online
	AIS 241 Integrated Business Projects	Core Curriculum	3	Spring - Online
	Curriculum Elective	Curriculum Related	3	Fall & Spring-Online & Face to Face; see curriculum for approved list
	General Education OR Other Elective	Elective	3	
Total Hours			15	

Total Hours 64

Total Curriculum Requirements (Core) 27	Total Related Curriculum 15	Total General Education 18	Total Elective 4
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Notes:

- 1) The foregoing is a recommended, or suggested, sequence of courses for students entering the program with no deficiencies. That is, students will be entering the program with the equivalent of AIS 117 or the ability to type 30 NWPM, and are qualified (based on entrance scores) to enroll directly into ENG 101 and BUS 111.
- 2) For students entering the Administrative Information Services program with one or more deficiencies, the following course sequences are necessary and/or recommended.
 - For Keyboarding and Word Processing classes:
 - AIS 117 Beginning Keyboarding
 - AIS 118 Intermediate Keyboarding
 - AIS 213 and higher AIS classes may be taken after AIS 118.
 - For BUA 259 Business Communications AND
BUS 251 Human Relations ENG 100 or ENG 101 is a required prerequisite.
- 3) Recommended **Curriculum Related Requirements** include: CMP 161, CMP 170, BUA 101, BUA 150, BUA 151, BUA 221, BUA 233, BUA 245, BUS 171, BUS 205, COE 111, COE 112, SBM 111 and SBM 121.
- 4) Check the **General Education** section in the **catalog** for choices open to students in this part of their curriculum. Suggested Gen Ed. Courses for business majors include: Psychology, Sociology, Statistics, Public Speaking, and Political Science.

If a student elects to take ENG 110 (the English Lab) with ENG 101, this 1-credit class will generally be counted toward their 4 credits of electives.

- 5) Advisors should check the catalog for other changes as they occur.

Of course, if a student enters the program in the spring, or transfers credit in, the above would have to be modified.

This degree dictates specific courses that must be taken as part to meet the General Education requirements. Consult your catalog. All courses must be completed with a grade of "C" or better--Be sure to check the catalog for other changes and requirements.