

AAS – OFFICE SYSTEMS OPTION (65-70 CREDITS)

Name: _____ SS#: _____
 Last First Middle/Maiden

Address: _____
 P.O. Box/Street City State Zip

Home Phone: _____ Cell/Alternate Phone: _____ Advisor: _____

FIRST SEMESTER		Hours	Grade	Date Completed
ENG 101	Writing I	3		
CIS 100	Introduction to Computers OR	3		
CS 101	Introduction to Computing I OR	(3)		
OST 105	Introduction to Information Systems	(3)		
BA 160	Introduction to Business OR	3		
B&E 100	Introduction to Business and Economics	(1)		
COM 181	Basic Public Speaking OR	3		
COM 252	Introduction to Interpersonal Communication	(3)		
MT 105	Business Mathematics OR	3		
MT 110	Applied Mathematics OR	(3)		
_____	Higher Math	(3)		
TOTAL CREDIT HOURS		15		
SECOND SEMESTER		Hours	Grade	Date Completed
ACC 201	Financial Accounting OR	3		
ACT 101	Fundamentals of Accounting I AND	(3)		
ACT 102	Fundamentals of Accounting II	(3)		
CIS 130	Microcomputer Applications and Development OR	3		
OST 240	Software Integration	(3)		
OST 110	Document Formatting and Word Processing	3		
ENG 102	Writing II OR	3		
CMS 152	Writing for Business & Industry OR	(3)		
OST 235	Business Communications Technology	(3)		
ECO 101	Contemporary Economic Issues OR	3		
ECO 201	Principles of Microeconomics OR	(3)		
ECO 202	Principles of Macroeconomics	(3)		
_____	Heritage/Humanities	3		
TOTAL CREDIT HOURS		18		
THIRD SEMESTER		Hours	Grade	Date Completed
ACC 202	Managerial Accounting	3		
BA 267	Introduction to Business Law	3		
BA 282	Principles of Marketing	3		
BA 283	Principles of Management	3		
OST 210	Advanced Word Processing Applications	3		
OST 215	Office Procedures	3		
TOTAL CREDIT HOURS		18		
FOURTH SEMESTER		Hours	Grade	Date Completed
BA 250	Business Employability Seminar	1		
OST 220	Administrative Office Simulations	3		
_____	Approved Tech Course	3		
QMS 101	Introduction to Quality Systems	3		
_____	Approved Tech Course	3		
_____	Natural or Applied Science Course	3		
TOTAL CREDIT HOURS		16		

Choose 6 Hours from the following Approved Technical Courses: *

OST 150	Transcription and Office Technology	3	OST 295	Office Systems Tech Internship	1-3
OST 160	Records and Database Mgmt.	3	COE 199	Cooperative Educ: (Bus Tech) OR	(1-3)
OST 216	Selected Topics in Off Sys: (Topic)	1-3	BA 280	Business Internship	1-4
OST 235 **	Business Communications Tech.	3	OST 275	Office Management	3

* Students may select other technical courses approved by the Business Studies Program Coordinator.

** Not allowed as a technical course if courses have been taken for a requirement in the core.

Enrollment Date ____/____/____