

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr.
Semester 1					
ACCT 2100	Financial Accounting	3	3	0	0
CPTR 1100	Intro to Computer Applications	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
KYBD 1100	Keyboarding I	3	1	2	0
MATH 1214, or 1213, or 1104 or 1103	College Algebra or Contemporary Mathematics	3	3	0	0
		15			
Semester 2					
CINS 1350	Spreadsheet Applications	3	3	0	0
BUSN 1050	Business Communications	3	3	0	0
CTS- Office Assistant (21)					
BUSN 1100	Introduction to Business	3	3	0	0
KYBD 1200	Keyboarding II (spring only)	3	1	2	0
CINS 1250	Word Processing	3	3	0	0
		15			
Semester 3					
CINS 1750	Database Applications (fall only)	3	3	0	0
BUSN 2130	Personal Finance	3	3	0	0
Approved Accounting Elective					
CTS- Word Processor Operator (39)					
BUSN 2100	Introduction to Management	3	3	0	0
OSYS 2530	Office Procedures (fall only)	3	3	0	0
		15			
Semester 4					
BUSN 2451 or BUSN 2980	Integrated Career Skills or Approved Internship	3	3	0	0
Approved Humanities (GER)					
Approved Natural Science (GER)					
Approved Social Science (GER)					
CINS 1650	Desktop Publishing (spring only)	3	3	0	0
		15			

AAS- Office Systems Technology

Total Credit Hours: 60

Total Clock Hours: 1,065

CIP Code: 520401