

**ADMINISTRATIVE INFORMATION SYSTEMS OPTION – N041**

**A.S in Computer Information Systems**

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E-Institute: <http://webtide.hccdl.org>

**Courses in red are not available online.**

The Administrative Professional Degree combines strong technical and computer skills and an emphasis on effective writing and communications skills. This degree allows flexibility and the liberal use of electives so that students may specialize in the executive, legal, medical fields or in other areas or prepare for transfer to a four-year institution.

| <b>Term/Grade</b>                      | <b>Course Number</b> | <b>Course Name</b>                                       | <b>Course Credits</b> |
|--|----------------------|--|-----------------------|
| <b>GENERAL EDUCATION REQUIREMENTS</b>  |                      |  | <b>20</b>             |
| _____                                  | ENG 101              | Language and Literature I                                | 3                     |
| _____                                  | ENG 102              | Language and Literature II                               | 3                     |
| _____                                  | _____                | Laboratory Science                                       | 4                     |
| _____                                  | _____                | <b>Laboratory Science</b>                                | <b>4</b>              |
| _____                                  | _____                | Social Science Electives _____                           | 6                     |
| _____                                  | _____                | Math Elective <sup>3</sup>                               | 3-4                   |
| <b>PROGRAM REQUIREMENTS</b>            |                      |  | <b>36-37</b>          |
| _____                                  | ACC 111              | Principles of Accounting I                               | 4                     |
| _____                                  | BUS 112              | Professional Etiquette                                   | 1                     |
| _____                                  | BUS 215              | Spreadsheets   | 3                     |
| _____                                  | BUS 220              | Business Communications <sup>1</sup>                     | 3                     |
| _____                                  | CSI 111              | Computer Concepts with Application                       | 4                     |
| _____                                  | CSI 120              | Business Data Communications                             | 3                     |
| _____                                  | CSI 242              | Applied Database Management                              | 3                     |
| _____                                  | CSI 252              | Introduction to Website Development                      | 3                     |
| _____                                  | MGT 230              | Principles of Management                                 | 3                     |
| _____                                  | <b>OTC 217</b>       | <b>Advanced Document Processing (Spring)<sup>2</sup></b> | <b>3</b>              |
| _____                                  | <b>OTC 245</b>       | <b>Administrative Support Services (Spring)</b>          | <b>3</b>              |
| <b>PROGRAM ELECTIVES</b>               |                      |  | <b>6-8</b>            |
| <i>(Select two from the following)</i> |                      |  |                       |
| _____                                  | _____                | Administrative Information Systems <sup>4</sup>          | 3-4                   |
| _____                                  | _____                | Administrative Information Systems <sup>4</sup>          | 3-4                   |

**Total Credits      62- 65**

**NOTES:**

<sup>1</sup> Prerequisite ENG 101.

<sup>2</sup> Prerequisite OTC 101.

<sup>3</sup> Choose either MTH 150 or 155.

<sup>4</sup> Select from ACC 105, ACC 112, BUS 280, CSI 211, CSI 251, CSI 254, COM 150, ENG 223, MGT 231, MGT 235, MKT 240, SEC 105, SEC 261, SEC 262, SEC 263, SEC 266, SEC 264, 266, SEC 268.