

Recommended Academic Plan for Office Information Systems

Associate in
Applied Science
Degree



This plan is a suggested semester-by-semester plan. It is designed to keep you on track for a timely graduation. This plan is not a substitute for academic advising. Contact an advisor for further information regarding placement based on ACT/SAT or COMPASS exam scores, scheduling, degree requirements, and graduation requirements.

Semester 1				
Course	Credits	Prerequisite	Milestone/Notes	Completed
IS:102 Keyboarding and Formatting	3			
IS:116 Computer Literacy	3	Reading Proficiency		
IS:122 Windows	3	Reading Proficiency		
ENG:101 College Composition I	3	ENG:030 or 070 with a grade of "C" or better or recommendation of department and Reading Proficiency or concurrent enrollment in RDG:030		
BUS:104 Introduction to Business Administration	3	Reading Proficiency		
Physical Education Requirement	1		1 PE credit must be an activity	
Subtotal	16			

Semester 2				
Course	Credits	Prerequisite	Milestone/Notes	Completed
IS:136 Internet Fundamentals	1	IS:122 or IS:123 and Reading Proficiency		
IS:151 Computer Applications in Business	4	IS:122 or IS:123 or IT:102 or equivalent experience		
IS:139 Web Publishing	3	Reading Proficiency		
IS:165 Computer Applications – Microsoft Project	1	Reading Proficiency	Computer Applications Certificate of Specialization	
SOC:101 Introduction to Sociology	3	Reading Proficiency		
MGT:101 Introduction to Supervision	3	Reading Proficiency		
*Physical Education Elective	1		1 PE credit must be an activity	
Subtotal	16			

Semester 3				
Course	Credits	Prerequisite	Milestone/Notes	Completed
IS:109 Proofreading and Editing Skills	1	IS:101 or IS:102 and Reading Proficiency		
IS:152 Computer Applications in Business – Intermediate	3	IS:151 and Reading Proficiency		
ACC:100 Applied Accounting	3	Reading Proficiency		
BUS:103 Business Mathematics	3	Reading Proficiency		
*Life and Physical Sciences Elective	3			
*Social and Behavioral Sciences Elective that meets the MO State requirement	3	Reading Proficiency		
Subtotal	16			

Semester 4				
Course	Credits	Prerequisite	Milestone/Notes	Completed
COM:101 Oral Communication I	3	Reading Proficiency and concurrent enrollment in RDG:030 or ENG:070	Apply for graduation	
IS:154 Web-based Productivity Applications	2	IS:151 and Reading Proficiency		
IS:200 Electronic Records Management	2	IS:118 or IS:151 and Reading Proficiency		
IS:209 Computer Applications- Advanced	3	IS:152 and Reading Proficiency		
IS:210 Office Technology and Procedures	3	IS:165, IS:209 and Reading Proficiency		
IS:291 Workplace Learning: Information Systems	3	Department chair approval		
Subtotal	16			

Total Hours in the Program: 64

*See Catalog for classes that will fulfill the elective requirements. stlcc.edu/Admissions_and_Registration/Course_Catalog.html or the Office Information Systems web page stlcc.edu/Programs/Office_Information_Systems/
Maximize your transfer credits/classes by meeting with an academic advisor.

Office Information Systems AAS Quick Checklist

Courses	Credit Hours	Notes
GENERAL EDUCATION		
ENG:101 College Composition I		
COM:101 Oral Communication		
Social and Behavioral Sciences Elective that meets the MO State requirement		
Life and Physical Sciences Elective		
SOC:101 Introduction to Sociology		
PHYSICAL EDUCATION 2 credit hours At least one credit must be an activity		
AREA OF CONCENTRATION		
IS:102 Keyboarding		
IS:116 Computer Literacy		
IS:122 Windows		
BUS:103 Business Mathematics		
IS:136 Internet Fundamentals		
IS:151 Computer Applications in Business		
IS:139 Web Publishing		
IS:165 Computer Applications – Microsoft Project		
MGT:101 Introduction to Supervision		
IS:109 Proofreading and Editing Skills		
IS:152 Computer Applications in Business - Intermediate		
ACC:100 Applied Accounting		
BUS:104 Introduction to Business Administration		
IS:154 Web-based Productivity Application		
IS:200 Electronic Records Management		
IS:209 Computer Applications - Advanced		
IS:210 Office Procedures		
IS:291 Workplace Learning: Information Systems		

For more information, please see stlcc.edu/Programs/Degrees or consult the College Catalog at stlcc.edu/Admissions_and_Registration/Course_Catalog.html

Advisor Contact Information

Name
Phone
Email