

INFORMATION SYSTEMS DIPLOMA

NAME:			SOCIAL SECURITY:			
CIS 070 (or Placement Score) ____ ENG 090 (or Placement Score) ____ RED 090 (or Placement Score) ____ MAT 070 (or Placement Score) ____						
SEM	COURSE	SEM HRS	CON HRS	PREREQUISITES	REG	GRADE
F I R S T	ACA 111 College Student Success	1	1			
	BUS 110 Introduction to Business	3	3			
	CIS 110 Introduction to Computers	3	4	CIS 070, RED 080		
	CIS 130 Survey of Operating Systems (Fall and Spring)	3	5	CIS 070, RED 080		
	COE 110 World of Work	1	1			
	ENG 111 Expository Writing	3	3	ENG 090 (C or Better), RED 090		
	14					
S E C O N D	CIS 120 Spreadsheet I (Spring Only)	3	4	MAT 060 and (CIS 110 or CIS 111 or OST 137)		
	CIS 115 Intro to Prog & Logic (Spring Only)	3	4	CIS 070, MAT 070, RED 080		
	CIS 215 Hardware Install/Maint (Spring Only)	3	5	CIS 110, or CIS 111, or CIS 115		
	NET 110 Data Comm/Networking (Fall and Spring)	3	4	CIS 070, RED 080		
	*Professional Elective	3-4	3-5			
	15-16					
T H I R D	CIS 152 Database Concepts & Apps (Spring Only)	3	4	(CIS 110 or CIS 111 or CIS 115) AND MAT 060		
	CIS 153 Database Applications (Fall Only)	3	4	CIS 152, CIS 115 MAT 070		
	CIS 172 Intro to the Internet (Fall and Spring)	3	5	CIS 070, RED 080		
	CIS 220 Spreadsheets II (Fall Only)	2	3	CIS120, MAT 070		
	ENG 114 Professional Research and Reporting	3	3	ENG 111 (C or Better)		
	14					
TOTAL CREDIT HOURS		43-44		Effective Fall 2004		

*Professional Electives: Choose from ACC 120; **OR** COE 111 through 113; **OR** COE 121, 122, 131

NAME:		SOCIAL SECURITY NO.:				
RED 090 (or placement score) _____ ENG 090 (or placement score) _____		MAT 070 (or placement score) _____ CIS 070 (or placement score) _____				
MEDICAL OFFICE ADMINISTRATION						
SEM	COURSE	SEM HRS	CON HRS	PREREQUISITES	REG	GRADE
F I R S T	ACA 111 College Student Success	1	1			
	ENG 111 Expository Writing (C required)	3	3	ENG 090 (C or better) or placement test score (AW=44+, COMPASS=71+) and RED 090 or placement test score (AR=42+, COMPASS=80+)		
	MAT 115 Mathematical Models	3	4	MAT 070 (C) or Placement		
	MED 121 Medical Terminology I (OST 141)	3	3			
	OST132 Keyboard Skill Building*	2	3	Keyboarding Proficiency		
	Humanities/Fine Arts Elective	3		(Check for prerequisites)		
	Social/Behavioral Science Elective	3		RED 090		
		18				
S E C O N D	CIS 110 Introduction to Computers	3	4	CIS 070, RED 080		
	ENG 114 Professional Research & Reporting	3	3	ENG 111 (C)		
	MED 122 Medical Terminology II (OST 142)	3	3	MED 121 or OST 141		
	OST 134 Text Entry & Formatting*	3	4	Keyboarding Proficiency		
	OST 136 Word Processing*	2	3	Keyboarding Proficiency		
	OST 164 Text Editing Applications (C required)	3	3	ENG 080 (C) or Placement		
	OST 184 Records Management*	2	3	Keyboarding Proficiency		
		19				
T H I R D	ACC 115 College Accounting	4	5			
	BUS 260 Business Communication*	3	3	ENG 111, Keyboarding Proficiency		
	COE 110 World of Work	1	1			
	OST 148 Medical Coding, Billing, & Insurance (night class in fall/day class in spring)	3	3			
	OST 241 Medical Office Transcription I (C required)	2	3	MED 121 or OST 141, OST 164 (C)		
	OST 236 Advanced Word/Information Processing	3	4	OST 136		
	OST 286 Professional Development (Fall only)	3	3			
		19				
F O U R T H	OST 149 Medical Legal Issues (Spring only)	3	3			
	OST 242 Medical Office Transcription II	2	3	OST 241 (C)		
	OST 243 Medical Office Simulation* (Spring only)	3	4	OST 148, Keyboarding Proficiency		
	OST 284 Emerging Technologies* (Spring only)	2	3	CIS 110, Keyboarding Proficiency		
	OST 289 Office Systems Management (Spring only)	3	4	OST 134 or OST 136 and OST 164		
	Elective	2		(Check for prerequisites)		
	Major Elective**	2-4		(Check for prerequisites)		
		17-19				
TOTAL CREDIT HOURS		73-75			Effective Fall 2004	
*Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.						

****Major Electives (select one course): ACC 140, CIS 120, CIS 152, CIS 220, MED 118, OST 131, OST 135, OST 137, OST 247, OST 248**

Networking Administration

NAME _____		SOCIAL SECURITY _____				
CIS 070 _____		ENG 090 (or placement score) _____				
MAT 070 (or placement score) _____		RED 090 (or placement score) _____				
SEM	COURSE	SEM HRS	CON HRS	PREREQUISITIES	REG	GRADE
F I R S T	ACA 111 College Student Success	1	1			
	CIS 110 Introduction to Computer (Fall and Spring)	3	4	CIS 070, RED 080		
	CIS 130 Survey of Operating Systems (Fall and Spring)	3	5	CIS 070, RED 080		
	ENG 111 Expository Writing	3	5	ENG 090, RED 090		
	NET 110 Data Comm/Networking (Fall)	3	4	CIS 070, RED 080		
	NET 125 Routing & Switching I (Fall and Spring)	3	3	CIS 070, RED 080		
	Social/Behavioral Science Elective	3	3	RED 090		
		19				
S E C O N D	CIS 152 Database Concepts & Apps (Spring)	3	4	CIS 110 or CIS 111 or CIS 115 & MAT 060		
	CIS 174 Network System Manager I	3	4	NET 110		
	CIS 175 Network Management I	3	4	NET 110		
	CIS 215 Hardware Install/Maintenance (Spring and Summer)	3	5	CIS 110 or CIS 111 or CIS 115		
	NET 126 Routing & Switching II (Fall and Spring)	3	5	NET 125		
		15				
T H I R D	CIS 274 Network System Manager II	3	4	CIS 174		
	CIS 275 Network Management II	3	4	CIS 175		
	MAT 140 Survey of Mathematics	3	3	MAT 070		
	ENG114 Prof Research & Reporting	3	3	ENG 111		
	NET 225 Adv Routing & Switching I (Fall and Spring) --OR-- CIS 246 Operating Sys – Unix (Fall)	3	5	NET 126		
	*Professional Elective	3-4	3-5			
		18-19				
F O U R T H	CIS 115 Intro to Prog & Logic (Fall and Spring)	3	4	MAT 070, CIS 070, RED 080		
	CIS 287 Network Support (Fall and Spring)	3	4	CIS 274 or CIS 275		
	COE 110 World of Work	1	1			
	Humanities/Fine Arts Elective	3	3	RED 090		
	BUS 110 Introduction to Business	3	3			
	ITN 240 Internet Security	3	4	NET 110		
	NET 226 Adv Routing & Switching II (Fall and Spring) --OR-- ITN 150 Internet Protocols (Fall)	3	5	NET 225		
		19				
	TOTAL CREDIT HOURS	71-72				Effective Fall 2004

*Professional Electives: Choose from ITN 285; **OR** COE 111 and COE 112; **OR** COE 113

Business Administration

NAME _____		STUDENT ID NUMBER _____				
RED 090 (or placement score) _____		ENG 090 (or placement score) _____				
MAT 070 (or placement score) _____		CIS 070 _____				
SEM	COURSE	SEM HRS	CON HRS	PREREQUISITIES	REGister	GRADE
F I R S T	ACA 111 College Student Success	1	1	---		
	BUS 110 Introduction to Business	3	3	---		
	BUS 115 Business Law I	3	3	---		
	BUS 135 Principles of Supervision	3	3	---		
	CIS 110 Introduction to Computers	3	4	CIS 070, RED 080		
	ENG 111 Expository Writing	3	3	ENG 090 (C or better) or placement test score (AW=44+, COMPASS=71+); and RED 090 or placement test score (AR=42+, COMPASS 80+)		
		16		Credit Hours		
S E C O N D	ACC 120 Prin. of Fin Accounting	4	5	MAT 060, RED 070		
	ACC 129 Individual Income Taxes	3	3	---		
	ENG 114 Professional Research and Reporting	3	3	ENG 111 (C or better)		
	MAT 115 Mathematical Model	3	4	MAT 070 (C or better) or appropriate scores on placement tests.		
	MKT 120 Prin. of Marketing	3	3	---		
	Professional Elective	3	3			
		19		Credit Hours		
T H I R D	ACC 121 Principles of Accounting II	4	5	ACC 120		
	BUS 137 Principles of Management	3	3	---		
	BUS 147 Business Insurance	3	3	---		
	COE 110 World of Work	1	1	---		
	ECO 252 Prin. of Macroeconomics	3	3	ENG 090, MAT 060, RED 090		
	MKT 220 Advertising and Sales Promotion	3	3	---		
	Professional Elective	3	3	---		
		20		Credit Hours		
F O U R T H	BUS 116 Business Law II	3	3	---		
	BUS 239 Business Applications Seminar	3	3	ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 251 or ECO 252		
	BUS 240 Business Ethics	3	3	---		
	BUS 260 Business Communication	3	3	ENG 111		
	Social/Behavior Science Elective	3	3			
	Humanities/Fine Arts Elective	3	3			
		18		Credit Hours		
TOTAL CREDIT HOURS		72				

Professional Electives: To meet the professional and technical requirements you may select 6 semester credit hours from the following:						
	BUS 125 Personal Finance	3	3			
	MKT 123 Fundamentals of Selling	3	3			
	COE 111 Co-op Work Experience I	1	10			
	COE 121 Co-op Work Experience II	1	10			
	COE 131 Co-op Work Experience III	1	10			
	COE 211 Co-op Work Experience IV	1	10			
	COE 221 Co-op Work Experience V	1	10			
	COE 231 Co-op Work Experience VI	1	10			
	COE 112 Co-op Work Experience I	2	20			
	COE 122 Co-op Work Experience II	2	20			
	COE 132 Co-op Work Experience III	2	20			
	COE 113 Co-op Work Experience I	3	30			
	COE 123 Co-op Work Experience II	3	30			