

**Northland Pioneer College**  
**ASSOCIATE OF APPLIED SCIENCE (AAS)**  
**ADMINISTRATIVE INFORMATION SERVICES - Records and Information Management**  
 2009-2010 Catalog Year  
*NPC Advising Checksheet - Minimum of 64 Credits*

<b>Name:</b>	<b>Student ID:</b>
<b>Advisor Name:</b>	<b>Date:</b>

I. GENERAL EDUCATION REQUIREMENTS (16 CRS)				II. DISCIPLINE STUDIES (7 CRS)			
	CRS	GR	SEM		CRS	GR	SEM
<b>COMMUNICATIONS (6 CRS)</b>				<b>PHYSICAL &amp; BIOLOGICAL SCIENCES</b>			
ENL 101	3				4		
ENL 109	3						
				<b>ARTS &amp; HUMANITIES</b>			
					3		
<b>MATHEMATICS (3 CRS)</b>				<b>OR</b>			
MAT 103	3			<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>			
					3		

III. CORE REQUIREMENTS (27 CRS)				IV. REQUIRED ELECTIVES (21 CRS)			
<b>AREA OF SPECIALIZATION:</b>				In addition to the core requirements, student will complete a minimum of 21 unduplicated credits from the list of required electives.			
<b>RECORDS AND INFORMATION MANAGEMENT</b>							
	CRS	GR	SEM		CRS	GR	SEM
AIS 102	1						
AIS 105	1						
AIS 110	3						
AIS 112	1						
AIS 114	3						
AIS 115	1						
AIS 145	3						
AIS 180	3						
AIS 198	1						
<b>OR</b>							
AIS 298	1						
AIS 280	3						
BUS 128	3						
BUS 129	3						
CIS 103	1						

The Associate of Applied Science (AAS) Degree is designed for specialization in vocational or technical fields and requires completion of a minimum of 64 credits with a cumulative grade point average of 2.0 on a 4.0 scale.

**ASSOCIATE OF APPLIED SCIENCE COURSES  
2009-2010 Catalog Year**

Specific programs may designate or limit course options. The General Education requirements for certain programs may exceed 16 credit minimum.

**COMMUNICATIONS (6 CREDITS)**  
*See specific program requirements*

**MATHEMATICS (3-4 CREDITS)**  
*See specific program requirements*

**DISCIPLINE STUDIES (7 CREDITS)**--unless otherwise noted in a program description, students must take one course from Physical and Biological Sciences and one course from either Arts and Humanities or Social and Behavioral Sciences.

**ARTS AND HUMANITIES**

ART 101 Understanding Art  
ART 115 Art History I  
ART 116 Art History II  
ENL 220 World Literature I  
ENL 221 World Literature II  
ENL 224 English Literature I  
ENL 225 English Literature II  
HUM 150 Humanities—Western World I  
HUM 151 Humanities—Western World II  
MUS 150 Music Appreciation  
PHL 101 Introduction to Philosophy  
PHL 105 Introduction to Ethics  
SPT 130 Introduction to Theatre  
SPT 150 Introduction to Film  
SPT 155 History of Television

**PHYSICAL AND BIOLOGICAL SCIENCES**

BIO 100 Biology Concepts  
BIO 105 Environmental Biology  
BIO 160 Intro to Human Anatomy & Physiology  
BIO 181 General Biology I  
BIO 182 General Biology II  
BIO 201 Human Anatomy and Physiology I  
BIO 202 Human Anatomy and Physiology II  
CHM 130 Fundamental Chemistry  
CHM 151 General Chemistry I  
CHM 152 General Chemistry II  
GEO 111 Physical Geography  
GLG 101 Introduction to Geology I—Physical  
GLG 102 Introduction to Geology II—Historical  
PHY 113 General Physics I  
PHY 114 General Physics II

**SOCIAL AND BEHAVIORAL SCIENCES**

ANT 102 Cultural Anthropology  
BUS 140 Principles of Economics—Macro  
BUS 141 Principles of Economics—Micro  
GEO 110 World Regional Geography  
HIS 105 U.S. History to 1877  
HIS 106 U.S. History Since 1877  
HIS 155 Western Civilization to 1700  
HIS 156 Western Civilization Since 1700  
POS 110 American Government  
PSY 101 Introduction to Psychology  
PSY 200 Psychology of Adjustment  
PSY 240 Developmental Psychology  
SOC 120 General Sociology  
SOC 121 Social Problems in America  
SOC 130 Racial, Ethnic and Gender Relations  
SOC 225 Sociology of the Family

**ADMINISTRATIVE INFORMATION SERVICES REQUIRED ELECTIVES:**

AIS 102 Business Grammar  
AIS 105 Developing Your Professionalism  
AIS 110 Basic Keyboarding and Format  
AIS 112 Proofreading  
AIS 113 Basic Memo/Letter Writing  
AIS 114 Introduction to Modern Office  
AIS 115 Ten-Key Adding Machines  
AIS 116 Electronic Calculators  
AIS 118 Medisoft Billing  
AIS 119 Medical Office Procedures  
AIS 123 Vocabulary for Medical Office  
AIS 127 Medical Insurance and Coding  
AIS 135 Medical Transcription  
AIS 140 Microsoft Word Basics  
AIS 145 Microsoft Word for Windows  
AIS 150 Microsoft Publisher Basics

AIS 153 Microsoft Publisher Complete  
AIS 170 Written Business Communication  
AIS 180 Records Management  
AIS 181 Medical Records Management  
AIS 190 Legal Terminology  
AIS 191 Introduction to Law Office Procedures  
AIS 192 Legal Document Processing  
AIS 198 Internship  
AIS 199 Workshop  
AIS 202 Customer Service for Office Professional  
AIS 214 Administrative Office Management  
AIS 230 Advanced Machine Transcription-Legal  
AIS 231 Introduction to Microsoft Office  
AIS 232 Advanced Microsoft Office  
AIS 235 Advanced Transcription Medical I  
AIS 236 Advanced Transcription Medical II

AIS 245 Advanced Microsoft Word  
AIS 298 Portfolio  
BUS 100 Introduction to Business  
BUS 103 Success on Your Job  
BUS 112 Fundamentals of Bookkeeping  
--or--  
BUS 117 Principles of Accounting I-Financial  
BUS 128 Spreadsheet Applications for Business  
BUS 129 Database Applications for Business  
BUS 132 Introduction to Public Administration  
BUS 150 Administrative Policymaking  
BUS 180 Organizational Behavior  
BUS 185 Ethics in Management  
CIS 103 Introduction to Windows  
CTP 150 Computer Setup & Repair  
HES 170 Medical Terminology