**Northland Pioneer College**
**CERTIFICATE OF APPLIED SCIENCE (CAS)**
**ADMINISTRATIVE INFORMATION SERVICES - Administrative Office Management**
**2010-2011 Catalog Year**
*NPC Advising Checksheet - Minimum of 33 Credits*

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|---|---|
| **Name:** | **Student ID:** |
| | |
| **Advisor Name:** | **Date:** |

| **I. GENERAL EDUCATION REQUIREMENTS (6 CRS)** | | | | **II. DISCIPLINE STUDIES (0 CRS)** | | | |
|---|---|---|---|---|---|---|---|
| | **CRS** | **GR** | **SEM** | | **CRS** | **GR** | **SEM** |
| **COMMUNICATIONS (3 CRS)** | | | | **PHYSICAL & BIOLOGICAL SCIENCES** | | | |
| ENL 101 | 3 | | | NOT REQUIRED | 0 | | |
| | | | | | | | |
| **MATHEMATICS (3 CRS)** | | | | **ARTS & HUMANITIES** | | | |
| MAT 103 | 3 | | | NOT REQUIRED | 0 | | |
| | | | | | | | |
| | | | | **SOCIAL & BEHAVIORAL SCIENCES** | | | |
| | | | | NOT REQUIRED | 0 | | |
| | | | | | | | |

| **III. CORE REQUIREMENTS (27 CRS)** | | | | **IV. REQUIRED ELECTIVES (0 CRS)** | | | |
|---|---|---|---|---|---|---|---|
| **AREA OF SPECIALIZATION:** | | | | | **CRS** | **GR** | **SEM** |
| **ADMINISTRATIVE OFFICE MANAGEMENT** | | | | | | | |
| | **CRS** | **GR** | **SEM** | | | | |
| AIS 150 | 1 | | | | | | |
| AIS 170 | 3 | | | | | | |
| AIS 202 | 1 | | | | | | |
| AIS 214 | 3 | | | | | | |
| AIS 231 | 3 | | | | | | |
| AIS 298 | 1 | | | | | | |
| BUS 105 | 3 | | | | | | |
| ***OR*** | | | | | | | |
| BUS 210 | 3 | | | | | | |
| BUS 117 | 3 | | | | | | |
| BUS 180 | 3 | | | | | | |
| BUS 185 | 3 | | | | | | |
| BUS 225 | 3 | | | | | | |
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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.