Northland Pioneer College
CERTIFICATE OF APPLIED SCIENCE (CAS)
ADMINISTRATIVE INFORMATION SERVICES - Administrative Office Management
2011-2012 Catalog Year
NPC Advising Checksheet - Minimum of 33 Credits

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						

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.