Northland Pioneer College
CERTIFICATE OF PROFICIENCY (CP)
ADMINISTRATIVE INFORMATION SERVICES - Modern Office Fundamentals
2011-2012 Catalog Year
NPC Advising Checksheet - Minimum of 17 Credits

Student Name:	**Student ID:**
Advisor Name:	**Date:**

I. GENERAL EDUCATION REQUIREMENTS (0 CRS)				**II. DISCIPLINE STUDIES (0 CRS)**			
	CRS	**GR**	**SEM**		**CRS**	**GR**	**SEM**
COMMUNICATIONS (0 CRS)				**PHYSICAL & BIOLOGICAL SCIENCES**			
NOT REQUIRED	0			NOT REQUIRED	0		
				ARTS & HUMANITIES			
				NOT REQUIRED	0		
MATHEMATICS (0 CRS)							
NOT REQUIRED	0			**SOCIAL & BEHAVIORAL SCIENCES**			
				NOT REQUIRED	0		

III. CORE REQUIREMENTS (17 CRS)				**IV. REQUIRED ELECTIVES (0 CRS)**			
	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						
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.