Application Process

1. Apply for admission at [www.matsu.alaska.edu/students/admissions](http://www.matsu.alaska.edu/students/admissions).
2. Review admission requirements for your student type.
3. Submit required documents to Matanuska-Susitna College Student Services, PO Box 2889, Palmer, AK 99645.
4. Take the COMPASS test for English and math course placement. Call the Testing Center at 907.745.9713 for testing information.
5. Make an appointment for academic advising at 907.745.9762 and meet regularly with an advisor.
6. Access the Student Checklist online at [www.matsu.alaska.edu/students/prospectivestudents/studentchecklist.htm](http://www.matsu.alaska.edu/students/prospectivestudents/studentchecklist.htm) to stay on track.

Matanuska-Susitna College is a community campus of the University of Alaska Anchorage and has been continuously accredited by the Northwest Commission on Colleges and Universities since 1974. This brochure is for information purposes only and does not constitute a contract. UAA is an EO/AA employer and educational institution.

This information is based on the 2009-2010 UAA Course Catalog. Please refer to the current catalog for complete information.

OCCUPATIONAL ENDORSEMENT CERTIFICATES (OEC)

- **COMPLETE OFFICE FOUNDATIONS** (9 credits) Semester Grade
  - CIOS 101A Keyboarding A: Basic Keyboarding (1)
  - CIOS 113 Operating Systems: MS Windows (1)
  - CIOS 130A Word Processing I: MS Word (1)
  - CIOS 135A Spreadsheets I: MS Excel (1)
  - CIOS 146 Internet Concepts and Applications (2)
  - CIOS 161A Proofreading (2)
  - CNT 165 Customer Service Fundamentals (1)

- **COMPLETE EMPHASIS REQUIREMENTS**
  Each of the following certificates requires the 9 credit
  Office Foundations certificate as a prerequisite.

- **BOOKKEEPING SUPPORT** (14 credits)
  - CIOS 115 10-Key for Business Calculations (2)
  - CIOS 118 Payroll Procedures (2)
  - CIOS 120A Bkpkng Software Apps I: QuickBooks (1)
  - CIOS 165 Office Procedures (3)
  - CIOS 220A Bkpkng Software Apps II: QuickBooks (2)
  - Choose one of the following:
    - CIOS 101B Keyboarding B: Business Docs I (1)
    - CIOS 101C Keyboarding C: Business Docs II (1)
  - ACCT 101 Principles of Financial Accounting I (3)
  - ACCT 120 Bookkeeping for Business I (3)

- **MEDICAL OFFICE SUPPORT** (15 credits)
  - CIOS 140A Databases I: MS Access (1)
  - CIOS 164 Filing (1)
  - CIOS 264A Records Management (2)
  - MA 101 Medical Terminology I (3)
  - MA 120 Medical Office Procedures (4)
  - Elective Advisor Approved (3)

- **OFFICE SUPPORT** (13 credits)
  - CIOS 101B Keyboarding B: Business Documents I (1)
  - CIOS 101C Keyboarding C: Business Documents II (1)
  - CIOS 115 10-Key for Business Calculations (2)
  - CIOS 125A Elec Communications I: MS Outlook (1)
  - CIOS 140A Databases I: MS Access (1)
  - CIOS 150A Presentations: MS PowerPoint (2)
  - CIOS 164 Filing (1)
  - CIOS 165S Office Procedures (3)
  - CIOS 259 Preparing Elec Docs: Adobe Acrobat (1)

- **OFFICE DIGITAL MEDIA** (15 credits)
  - CIOS 108 Digital Design Fundamentals (1)
  - CIOS 152A Digital Imaging Concepts & Applications: Photoshop (3)
  - CIOS 153B Website Design: Dreamweaver (3)
  - CIOS 251A Desktop Publishing Concepts & Applications: InDesign (3)
  - CIOS 259 Preparing Elec Docs: Adobe Acrobat (1)
  - Elective Advisor Approved (3)

- **MEDICAL OFFICE SUPPORT** (13 credits)
  - CIOS 101B Keyboarding B: Business Docs I (1)
  - CIOS 101C Keyboarding C: Business Docs II (1)

COMPUTER INFORMATION & OFFICE SYSTEMS (AAS)

- **COMPLETE OFFICE FOUNDATIONS OEC** (9 credits)
  - MA 101 Medical Terminology I (3)
  - MA 120 Medical Office Procedures (4)
  - Elective Advisor Approved (3)

- **COMPLETE OFFICE SUPPORT OEC** (13 credits)
  - MA 101 Medical Terminology I (3)
  - MA 120 Medical Office Procedures (4)
  - Elective Advisor Approved (3)

- **MAJOR REQUIREMENTS** (23 credits) Semester Grade
  - CIOS 102 Keyboarding Skill Building (1)
  - CIOS 230A Word Processing II: MS Word (2)
  - CIOS 235A Spreadsheets II: MS Excel (2)
  - CIOS 240A Databases II: MS Access (2)
  - CIOS 262A Professional Development (3)
  - CIOS 264A Records Management (2)
  - CIOS 265 Office Management (3)
  - Elective Advisor Approved (1)
  - Choose one of the following:
    - ACCT 101 Principles of Financial Accounting I (3)
    - ACCT 120 Bookkeeping for Business I (3)
    - ACCT 201 Principles of Financial Accounting (3)

- **GENERAL EDUCATION REQUIREMENTS** (15 credits)
  - CNT 165 Customer Service Fundamentals (1)
  - CNT 161A Proofreading (2)
  - CNT 162A Spreadsheets II: MS Excel (2)
  - CNT 165 Office Procedures (3)
  - CNT 164 Filing (1)
  - CNT 165S Office Procedures (3)
  - CNT 259 Preparing Elec Docs: Adobe Acrobat (1)
  - Elective Advisor Approved (3)

- **GENERAL EDUCATION REQUIREMENTS** (15 credits)
  - Choose one of the following:
    - CNT 165 Customer Service Fundamentals (1)
    - CNT 161A Proofreading (2)
    - CNT 162A Spreadsheets II: MS Excel (2)
    - CNT 165 Office Procedures (3)
    - CNT 164 Filing (1)
    - CNT 165S Office Procedures (3)
    - CNT 259 Preparing Elec Docs: Adobe Acrobat (1)
    - Elective Advisor Approved (3)

- **GENERAL EDUCATION REQUIREMENTS** (15 credits)
  - Choose one of the following:
    - CNT 165 Customer Service Fundamentals (1)
    - CNT 161A Proofreading (2)
    - CNT 162A Spreadsheets II: MS Excel (2)
    - CNT 165 Office Procedures (3)
    - CNT 164 Filing (1)
    - CNT 165S Office Procedures (3)
    - CNT 259 Preparing Elec Docs: Adobe Acrobat (1)
    - Elective Advisor Approved (3)

- **GENERAL EDUCATION REQUIREMENTS** (15 credits)
  - Choose one of the following:
    - CNT 165 Customer Service Fundamentals (1)
    - CNT 161A Proofreading (2)
    - CNT 162A Spreadsheets II: MS Excel (2)
    - CNT 165 Office Procedures (3)
    - CNT 164 Filing (1)
    - CNT 165S Office Procedures (3)
    - CNT 259 Preparing Elec Docs: Adobe Acrobat (1)
    - Elective Advisor Approved (3)

- **GENERAL EDUCATION REQUIREMENTS** (15 credits)
  - Choose one of the following:
    - CNT 165 Customer Service Fundamentals (1)
    - CNT 161A Proofreading (2)
    - CNT 162A Spreadsheets II: MS Excel (2)
    - CNT 165 Office Procedures (3)
    - CNT 164 Filing (1)
    - CNT 165S Office Procedures (3)
    - CNT 259 Preparing Elec Docs: Adobe Acrobat (1)
    - Elective Advisor Approved (3)

A total of 60 credits is required for this degree.

Note: When registering for courses, be sure to select the proper campus.

9-2009