

Semester One		
ENGL 1101	Composition & Rhetoric (Pre-Req: Test Scores – See Advisor)	3
Click for Option	Area II: General Education Core	3
Click for Option	Area III: General Education Core	3
COMP 1000	Introduction to Computers	3
Click for Option	Occupational-Related Elective	3
Total Hours:		15

Semester Four		
Click for Option	Occupational-Related Elective	3
BUSN 1420	Database Applications (Pre-Req: COMP 1000)	4
MGMT 1100	Principles of Management	3
BUSN 2160	Electronic Mail Applications (Pre-Req: COMP 1000 + Regular Admission*)	2
Total Hours:		12

Semester Two		
BUSN 1400	Word Processing (Pre-Req: COMP 1000)	4
Choose One:	ACCT 1100 Financial Accounting I (Pre-Req: Regular Admission*) or BUSN 2200 Office Accounting (Pre-Req: Regular Admission*)	4
BUSN 1190	Digital Technologies (Pre-Req: COMP 1000)	2
BUSN 1440	Document Production (Co-Req: COMP 1000)	4
Total Hours:		14

Semester Five		
Click Here to Apply for Graduation		
Click for Option	General Education Core Elective	3
BUSN 2210	Applied Office Procedures (Pre-Req: BUSN 1240 + BUSN 1400 + BUSN 1410 + BUSN 1440, Co-Req: BUSN 2200 + ACCT 1100 + BUSN 2190)	3
BUSN 2190	Business Document Proofreading (Pre-Req: ENGL 1010 or ENGL 1101, Co-Req: BUSN 1440)	3
Total Hours:		9

Semester Three		
BUSN 1240	Office Procedures (Pre-Req: COMP 1000)	3
BUSN 1410	Spreadsheet Concepts & Apps. (Pre-Req: COMP 1000)	4
BUSN 1430	Desktop Publishing/Presentations (Pre-Req: COMP 1000)	4
Click for Option	Area IV: General Education Core	3
Total Hours:		14

Total Program Hours: 64



This plan is for informational purposes ONLY.
It is not a substitute for meeting with a program advisor each term.

*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.

OPTIONS

General Education Core

Area II: Social/Behavioral Science

ECON 1101 *Principles of Economics* (3)
(Pre-Req: Regular Admission*)

ECON 2105 *Macroeconomics* (3)
(Pre-Req: Regular Admission*)

ECON 2106 *Microeconomics* (3)
(Pre-Req: Regular Admission*)

HIST 1111 *World History I* (3)
(Pre-Req: Regular Admission* for English/Reading)

HIST 1112 *World History II* (3)
(Pre-Req: Regular Admission* for English/Reading)

HIST 2111 *U.S. History I* (3)
(Pre-Req: Regular Admission* for English/Reading)

HIST 2112 *U.S. History II* (3)
(Pre-Req: Regular Admission* for English/Reading)

POLS 1101 *American Government* (3)
(Pre-Req: Regular Admission* for English/Reading)

POLS 2401 *Global Issues* (3)
(Pre-Req: Regular Admission* for English/Reading)

PSYC 1101 *Introductory Psychology* (3)
(Pre-Req: Regular Admission* for English/Reading)

SOCI 1101 *Introduction to Sociology* (3)
(Pre-Req: Regular Admission* for English/Reading)

Area III: Natural Sciences/Mathematics

(Pre-Req: Test Scores – See Advisor)

MATH 1101 *Mathematical Modeling* (3)

MATH 1103 *Quant. Skills/Reasoning* (3)

MATH 1111 *College Algebra* (3)

Area IV: Humanities/Fine Arts

ARTS 1101 *Art Appreciation* (3)
(Pre-Req: Regular Admission*)

ENGL 2110 *World Literature* (3)
(Pre-Req: ENGL 1101)

ENGL 2130 *American Literature* (3)
(Pre-Req: ENGL 1101)

HUMN 1101 *Intro to Humanities* (3)
(Pre-Req: ENGL 1101)

MUSC 1101 *Music Appreciation* (3)
(Pre-Req: Regular Admission*)

General Education Core Elective

Any course from Areas II through IV OR

BIOL 1111(L) *Biology I + Lab* (4)
(Pre-Req: Regular Admission*)

BIOL 2113(L) *Human A&P I + Lab* (4)
(Pre-Req: Regular Admission*, Co-Req: ENGL 1101)

BIOL 2114(L) *Human A&P II + Lab* (4)
(Pre-Req: BIOL 2113 + Lab)

ENGL 1102 *Literature & Comp.* (3)
(Pre-Req: ENGL 1101)

MATH 1112 *College Trigonometry* (3)
(Pre-Req: MATH 1111 + Regular Admission*)

MATH 1113 *Precalculus* (3)
(Pre-Req: MATH 1111 + Regular Admission*)

MATH 1127 *Intro to Statistics* (3)
(Pre-Req: Regular Admission*)

MATH 1131 *Calculus I* (4)
(Pre-Req: MATH 1112 or 1113 + Regular Admission*)

PHYS 1110(L) *Conc. Phys + Lab* (4)
(Pre-Req: MATH 1101 or 1111 or 1103 + ENGL 1101)

PSYC 2103 *Human Develop.* (3)
(Pre-Req: PSYC 1101)

SPAN 1101 *Intro to Spanish* (3)
(Pre-Req: Regular Admission*)

SPCH 1101 *Public Speaking* (3)
(Pre-Req: Regular Admission*)

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Occupational-Related Electives

ACCT 1105 *Financial Accounting II* (4)
(Pre-Req: ACCT 1100)

ACCT 1130 *Payroll Accounting* (3)
(Pre-Req: ACCT 1100)

ACCT 2145 *Personal Finance* (3)

BUSN 1045 *Managing Customer Relationships* (2)

BUSN 1250 *Records Management* (3)

CIST 1510 *Web Development I* (3)

DMPT 1000 *Introduction to Design* (4)

MGMT 1120 *Introduction to Business* (3)

MGMT 1125 *Business Ethics* (3)

MGMT 2115 *Human Resources Management* (3)

MKTG 1130 *Business Regs/Compliance* (3)

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