

Semester One		
ENGL 1010	Fundamentals of English I (Pre-Req: Test Scores – See Advisor)	3
Choose One:	PSYC 1010 Basic Psychology (3) or EMPL 1000 Interpers. Relations	2
Choose One:	MATH 1011 Business Math or MATH 1012 Foundations of Math	3
COMP 1000	Introduction to Computers	3
Click for Option	Occupational-Related Elective	3
Total Hours:		14

Semester Four		
Click Here to Apply for Graduation		
Click for Option	Occupational-Related 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 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 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
BUSN 2160	Electronic Mail Applications (Pre-Req: COMP 1000 + Regular Admission*)	2
Total Hours:		13

Total Program Hours: 50



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.

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)
ALHS 1011 *Structure/Function Human Body* (5)
(Pre-Req: Regular Admission*)
ALHS 1090 *Medical Terminology* (2)
BUSN 1045 *Managing Customer Relationships* (2)
BUSN 1250 *Records Management* (3)
BUSN 1420 *Database Applications* (4)
(Pre-Req: COMP 1000)
BUSN 2340 *Medical Admin Procedures* (4)
(Pre-Req: ALHS 1090 + ALHS 1011 (or BIOL 2113 + BIOL 2114) +
COMP 1000, Co-Req: BUSN 1440)
CIST 1510 *Web Development I* (3)
DMPT 1000 *Introduction to Design* (4)
MGMT 1100 *Principles of Management* (3)
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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