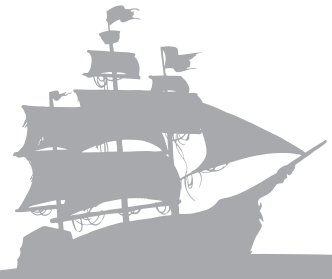










Chart your course to graduation and sail to success!



Student Name & Student ID Number

**A.A.S. BUSINESS  
FIVE SEMESTER PLAN, ONE SUMMER SEMESTER**

<i>Fall Semester</i> Course Suggestion	Hours	Grade
ENG 101 - English Composition 1 	3	
MTH 100 - Intermediate College Algebra 	3	
ORI 105B - Orientation and Student Success	3	
BUS 100 - Introduction to Business	3	
<i>Spring Semester</i> Course Suggestion	Hours	Grade
ENG 102 - English Composition 2 or BUS 215 Business Communications* 	3	
Humanities elective, e.g. ART 100 - Art Appreciation and MUS 101 - Music Appreciation	3	
OAD 101- Beginning Keyboarding 	3	
BUS 241 - Principles of Accounting I 	3	
<i>Summer Semester</i> Course Suggestion	Hours	Grade
BUS 242 - Principles of Accounting II	3	
CIS 146 - Microcomputer Applications	3	
BUS 189 - Human Relations or choose one course from PSY, SOC, POL, or HIS	3	
SPH 106/107 - Fundamentals of Oral Communication/Fundamentals of Public Speaking 	3	
<i>Fall Semester</i> Course Suggestion	Hours	Grade
BUS 275 - Principles of Management	3	
CIS 149 - Introduction to Computers	3	
BUS 285 - Principles of Marketing	3	
ECO 231 - Principles of Macroeconomics	3	
Choose any non-required ACC, BUS, MST, CIS, or OAD course	3	
<i>Spring Semester</i> Course Suggestion	Hours	Grade
ECO 232 - Principles of Microeconomics	3	
ACC 149 (or CIS 113 or OAD 243) - Introduction to Accounting Spreadsheets	3	
Choose any non-required ACC, BUS, MST, CIS, or OAD course	3	
Choose any non-required ACC, BUS, MST, CIS, or OAD course	3	
Choose any non-required ACC, BUS, MST, CIS, or OAD course	3	



**MILESTONE COURSES**  
should be taken in the order shown. This will help you graduate on time.



**YOU'RE HALF WAY!**  
Meet with your advisor to review your progress & choose your electives.

**REMEMBER TO APPLY FOR GRADUATION!**

*When Registering:*  
If you cannot register for one of the courses listed in your degree plan substitute a course from another semester.

*Congratulations!*  
You've finished! 

Follow your degree map and sail through in 2!



## OPTIONS FOR ELECTIVES

Please see your advisor to discuss and choose electives that will best suit your needs.

### COMPUTER INFORMATION SYSTEMS

CIS 111- Word Processing Applications	CIS 196- Commercial Software Applications	CIS 270- CISCO CCNA I
CIS 113- Spreadsheet Software Applications	CIS 203- Introduction to the Information Highway	CIS 271 - CISCO CCNA II
CIS 115 - Presentation Graphics Software Applications	CIS 207 - Web Development	CIS 272 - Cisco CCNA III
CIS 117 - Database Management Software Applications	CIS 210 - Case Study in Computer Skills Application	CIS 273 - Cisco CCNA IV
CIS 130 - Introduction to Information Systems	CIS 212 - Visual Basic Programming	CIS 275 - Workstation Administration
CIS 146 - Microcomputer Applications	CIS 214 - Security Analyst (Pen Testing)	CIS 276 - Server Administration
CIS 149 - Introduction to Computers	CIS 223 - Three-Dimensional Computer Modeling	CIS 277 - Network Services Administration
CIS 150 - Introduction to Computer Logic and Programming	CIS 224 - Three-Dimensional Computer Animation	CIS 279 - Network Infrastructure Design
CIS 151 - Graphics for the World Wide Web	CIS 245 - Cyber Defense	CIS 280 - Network Security
CIS 153 - Introduction to Unity 3D Scripting	CIS 249 - Microcomputer Operating Systems	CIS 282 - Computer Forensics
CIS 155 - Introduction to Mobile App Development	CIS 250 - E-Commerce	CIS 284 - CIS Internship
CIS 160 - Multimedia for the World Wide Web	CIS 251 - C++ Programming	CIS 291 - Case Study in Computer Science
CIS 171 - Linux	CIS 268 - Software Support	CIS 294 - Special Topics
CIS 185 - Computer Ethics	CIS 269 - Hardware Support	CIS 299 - Directed Studies in Computer Science

### BUSINESS AND OFFICE TECHNOLOGY

OAD 100 - Intro to Keyboarding and Technology	OAD 200 - Machine Transcription	OAD 216 - Advanced Health and Information Management
OAD 101 - Beginning Keyboarding	OAD 201 - Legal Terminology	OAD 218 - Office Procedures
OAD 103 - Intermediate Keyboarding	OAD 211 - Medical Terminology	OAD 242 - Office Internship
OAD 125 - Word Processing	OAD 212 - Medical Transcription	OAD 243 - Spreadsheet Applications
OAD 130 - Electronic Calculations	OAD 214 - Medical Office Procedures	OAD 244 - Database Applications
OAD 138 - Records and Information Management	OAD 215 - Health and Information Management	OAD 246 - Office Graphics and Presentations

### ACCOUNTING

ACC 129 - Individual Income Taxes
ACC 149 - Introduction to Accounting Spreadsheets
ACC 150 - Computerized General Ledger

### BUSINESS

BUS 100 - Introduction to Business
BUS 105 - Customer Service
BUS 146 - Personal Finance
BUS 150 - Business Math
BUS 175 - Retailing
BUS 186 - Elements of Supervision
BUS 189 - Human Relationships

### MANAGEMENT AND SUPERVISION

MST 111- Elements of Supervision
MST 201- Human Resource Management
MST 215 - Small Business Management
MST 231- Management Seminar
MST 111- Elements of Supervision
MST 201- Human Resource Management
MST 215- Small Business Management
MST 231- Management Seminar