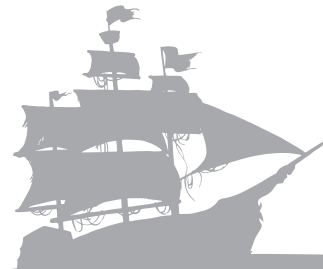







Chart your course to graduation and sail to success!







Student Name & Student ID Number

**A.A.S. IN BUSINESS
FOUR 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 105 - Orientation and Student Success	3	
BUS 100 - Introduction to Business	3	
OAD 101- Beginning Keyboarding 	3	



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

<i>Spring Semester</i> Course Suggestion	Hours	Grade
ENG 102 - English Composition 2 	3	
Choose any Humanities elective, e .g. ART 100 - Art Appreciation and MUS 101 - Music Appreciation 	4	
CIS 146 - Microcomputer Applications 	3	
BUS 189 - Human Relations or choose one course from PSY, SOC, POL, or HIS	3	
BUS 241 - Principles of Accounting I 	3	

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

<i>Summer Semester</i> Course Suggestion	Hours	Grade
BUS 242 - Principles of Accounting II	3	
BUS 275 - Principles of Management	3	
CIS 149 - Introduction to Computers	3	
SPH 106/107 - Fundamentals of Oral Communication/Fundamentals of Public Speaking	3	
ECO 231 - Principles of Macroeconomics	3	
Choose any non-required ACC, BUS, MST, CIS, or OAD course		



YOU'RE HALF WAY!
Meet with your advisor for assistance with choosing your electives -

<i>Fall Semester</i> Course Suggestion	Hours	Grade
ACC 149 (or CIS 113 or OAD 243) - Introduction to Accounting Spreadsheets	3	
BUS 285 - Principles of Marketing	3	
ECO 232 - Principles of Microeconomics	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	



REMEMBER TO APPLY FOR GRADUATION!

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