Chart your course to graduation and sail to success!

Follow your degree map and sail through in 2!
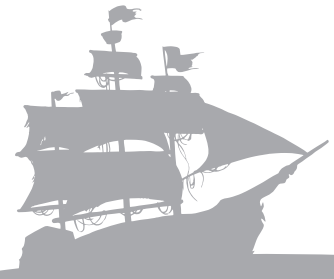
Student Name & Student ID Number

A.A.S. IN BUSINESS, MANAGEMENT OPTION
FOUR SEMESTER PLAN, ONE SUMMER SEMESTER

Fall Semester 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	
Beginning Keyboarding	🎓	3	

Spring Semester Course Suggestion		Hours	Grade
ENG 102 - English Composition 2 or BUS 215 Business Communications*	🎓	3	
SPH 106/107 – Fundamentals of Oral Communication/Fundamentals of Public Speaking		3	
Choose any Humanities Elective		3	
CIS 146 Microcomputer Applications	🎓	3	
BUS 241 – Principles of Accounting I		3	
BUS 279/MST 215 – Small Business Management			

Summer Semester Course Suggestion	Hours	Grade
BUS 276/MST201– Human Resource Management	3	
CIS 149 - Introduction to Computers	3	
BUS 189 – Human Relations or choose one course from PSY, SOC, POL, or HIS	3	
BUS 275 – Principles of Management	3	
ACC 149 (or CIS 113 or OAD 243) - Introduction to Accounting Spreadsheets	3	
BUS 279/MST 215 – Small Business Management	3	

Fall Semester Course Suggestion	Hours	Grade
BUS 263 – Legal and Social Environment of Business	3	
ECO 231 – Principles of Macroeconomics	3	
Choose any non-required BUS, ECO, MST, OAD, or CIS course	3	
Choose any non-required BUS, ECO, MST, OAD, or CIS course	3	
Choose any non-required BUS, ECO, MST, OAD, or CIS course	3	
Choose any non-required BUS, ECO, MST, OAD, or CIS course	3	

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

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

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

REMEMBER TO APPLY FOR GRADUATION!

Congratulations!
You've finished!

A.A.S. IN BUSINESS
FOUR SEMESTER PLAN, ONE SUMMER SEMESTER

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	BUSINESS	MANAGEMENT AND SUPERVISION
OAD 101 - Beginning Keyboarding	BUS 100 - Introduction to Business	MST 111- Elements of Supervision
OAD 125 - Word Processing	BUS 105 - Customer Service	MST 201- Human Resource Management
OAD 130 - Electronic Calculations	BUS 146 – Personal Finance	MST 215 - Small Business Management
OAD 242 - Office Internship	BUS 150 - Business Math	MST 231- Management Seminar
OAD 243 - Spreadsheet Applications	BUS 175 - Retailing	MST 111- Elements of Supervision
OAD 244 - Database Applications	BUS 186 - Elements of Supervision	MST 201- Human Resource Management
OAD 246 - Office Graphics and Presentations	BUS 189 - Human Relationships	MST 215- Small Business Management

HUMANITIES/FINE ARTS ELECTIVES		MST 231- Management Seminar
Art 100 – Art Appreciation	Eng 252 – American Literature II	ACCOUNTING
Art 113 – Drawing I	Eng 271 – World Literature I	ACC 129 - Individual income Taxes
Art 114 – Drawing II	Eng 272 – World Literature II	ACC 149 - Introduction to Accounting Spreadsheets
Art 121 – Two – Dimensional Composition	Hum 101 – Introduction to Humanities I	ACC 150 - Computerized General Ledger
Art 203 – Art History I	Hum 102 – Introduction to Humanities II	
Art 231 – Watercolor Painting I	Hum 106 – Humanities through the Arts	
Art 233 – Painting I	Hum 299 – PTK Honors Course	
Eng 246 – Creative Writing	Mus 101 – Music Appreciation	
Eng 251 – American Literature I		

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