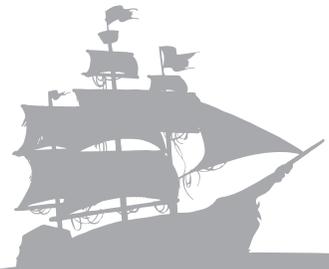




Chart your course to graduation and sail to success!



Student Name & Student ID Number

**A.A.S. BUSINESS, MANAGEMENT OPTION  
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 105 - 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	
SPH 106/107 - Fundamentals of Oral Communication/Fundamentals of Public Speaking	3	
CIS 146 Microcomputer Applications 	3	
Beginning Keyboarding 	3	
<i>Summer Semester</i> Course Suggestion	Hours	Grade
BUS 189 - Human Relations or choose one course from PSY, SOC, POL, or HIS	3	
BUS 275 - Principles of Management	3	
BUS 241 - Principles of Accounting I	3	
Choose any Humanities elective	3	
<i>Fall Semester</i> Course Suggestion	Hours	Grade
ECO 231 - Principles of Macroeconomics	3	
BUS 276/MST201 - Human Resource Management	3	
CIS 149 - Introduction to Computers	3	
Choose any non-required BUS, ECO, MST, OAD, or CIS course	3	
ACC 149 (or CIS 113 or OAD 243) - Introduction to Accounting Spreadsheets	3	
<i>Spring Semester</i> Course Suggestion	Hours	Grade
BUS279 - Small Business Management	3	
BUS 263 - Legal and Social Environment of Business	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.



**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 101 - Beginning Keyboarding
OAD 125 - Word Processing
OAD 130 - Electronic Calculations
OAD 242 - Office Internship
OAD 243 - Spreadsheet Applications
OAD 244 - Database Applications
OAD 246 - Office Graphics and Presentations

### 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

### HUMANITIES/FINE ARTS ELECTIVES

Art 100 - Art Appreciation	Eng 252 - American Literature II	<b>ACCOUNTING</b>
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		