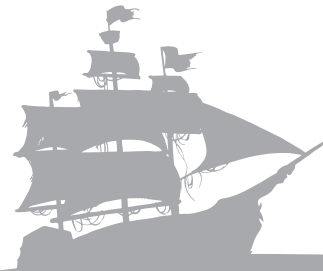






Chart your course to graduation and sail to success!



Student Name & Student ID Number

**SHORT CERTIFICATE IN CUSTOMER SERVICE
TWO SEMESTERS, NO DEVELOPMENTAL COURSES**

Fall Semester Course Suggestion	Hours	Grade
ENG 101 - English Composition 1 * 	3	
BUS 189 - Human Relations or PSY 200 - General Psychology	3	
CIS 146 - Microcomputer Applications	3	
ORI 105B - Orientation (3 credits) OR CIS101B (1 credit) 	3 or 1	
OAD 101 - Beginning Keyboarding	3	
Total Semester Hours	15 or 13	
Cumulative Semester Hours	15 or 13	



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

Spring Semester Course Suggestion	Hours	Grade
BUS 215 Business Communications, preferred or ENG 102 - English Composition 2	3	
SPH 106/107 - Oral Communication	3	
CIS 185 - Computer Ethics	3	
OAD 130 - Electronic Calculations	3	
Total Semester Hours	12	
Cumulative Semester Hours	25 or 27	



YOU'RE HALF WAY!
Meet with your advisor to review your progress.

Congratulations!
You've finished! 

When Registering:

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

* Developmental courses may required for students whose placement test scores suggest that they may be under prepared for introductory college courses.

Follow your degree map and sail through in 2!

