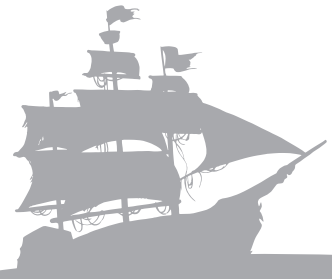






Chart your course to graduation and sail to success!



Student Name & Student ID Number

**SHORT CERTIFICATE IN GENERAL BUSINESS
TWO SEMESTERS, NO DEVELOPMENTAL COURSES**

Fall Semester Course Suggestion	Hours	Grade
ENG 101 - English Composition 1 * 	3	
BUS 100 - Introduction to Business	3	
ORI 105B - Orientation (3 credits) OR CIS101B (1 credit) 	3 or 1	
OAD 101 - Beginning Keyboarding	3	
Total Semester Hours	12 or 10	
Cumulative Semester Hours	12 or 10	



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	
CIS 146 - Microcomputer Applications	3	
BUS 275 - Principles of Management	3	
BUS 241 - Principles of Accounting	3	
Total Semester Hours	12	
Cumulative Semester Hours	24 or 22	



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 it!

