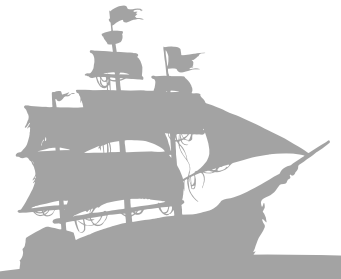





Chart your course to graduation and sail to success!



Short certificate - Customer service option

Fall Semester Course Suggestion	Hours	Grade
BUS 105 Customer Service 	3	
ENG 101 – English Composition I	3	
SPH 106 – Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3	
OAD 101 Beginning Keyboarding	3	

Spring Semester Course Suggestion	Hours	Grade
BUS 189 – Human Relationships or PSY 200 General Psychology	3	
BUS 215 Business Communications or ENG 102 English Composition II	3	
CIS 146 – Microcomputer Applications	3	
CIS 185 – Computer Ethics	3	



Milestone Courses should be taken in the order shown. This will help you graduate on time.

YOU'RE HALF WAY!

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



Remember
To apply for
Graduation!

Short Certificate customer
service



OPTIONS FOR ELECTIVES

Please see your advisor to choose electives that will best suit your needs.

Notes/Program Information

* Only is ORI 105B is not taken.

