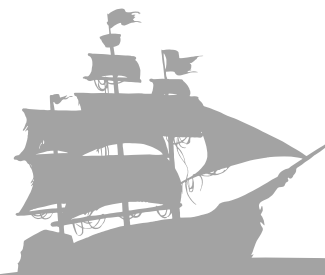# Chart your course to graduation and sail to success!

Business Management – Five Semester option

Fall Semester #1 Course Suggestion	Hours	Grade
ENG 101 - English Composition I	3	
MTH 100 - Intermediate College Algebra	3	
ORI 105 – Orientation and Student Success	3	
BUS 100 – Introduction to Business	3	
CIS 146 - Computer Applications	3	

Spring Semester #2 Course Suggestion	Hours	Grade
ENG 102 – English Composition II	3	
Humanities - Choose any Humanities elective, e.g. ART 100 – Art Appreciation and MUS 101 – Music Appreciation	3	
BUS 241 – Principles of Accounting I	3	
BUS 279 – Small Business Management	3	

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

Summer Semester #3 Course Suggestion	Hours	Grade
Choose one course from PSY, SOC, POL, or HIS	3	
SPH 106/107 – Fundamentals of Oral Communication/Fundamentals of Public Speaking	3	
CIS 149 – Introduction to Computers	3	
Elective - Choose any non-required ACC, BUS, MST, CIS, OAD, or VCM course	3	

YOU'RE HALF WAY!

Fall Semester #4 Course Suggestion	Hours	Grade
BUS 263 – Legal and Social Environment of Business	3	
BUS 275 – Principles of Management	3	
ECO 231 – Principles of Macroeconomics	3	
Elective - Choose any non-required ACC, BUS, MST, CIS, OAD, or VCM course (ACC129 Individual Income Tax – recommended)	3	

Meet with your advisor for assistance with transfer information & choosing electives.

Spring Semester #5 Course Suggestion	Hours	Grade
BUS 276 – Human Resource Management	3	
ACC 149 – Introduction to Accounting Spreadsheets	3	
ECO 232 – Principals of Microeconomics	3	
Elective - Choose any non-required ACC, BUS, MST, CIS, OAD, or VCM course	3	

OPTIONS FOR ELECTIVES

Electives			
ACC 149 - Introduction to Accounting Spreadsheets	CIS 115 - Presentation Graphics Software	CIS 113- Spreadsheet Software Applications	CIS 250 - E-Commerce
ACC 150 - Computerized General Ledger	CIS 117 - Database Management Software	CIS 268 - Software Support	OAD 101 - Beginning Keyboarding
BUS 100 - Introduction to Business	CIS 151 - Graphics for the World Wide Web	CIS 269 - Hardware Support	OAD 103 - Intermediate Keyboarding
BUS 105 - Customer Service	CIS 111- Word Processing Applications	MST 111- Elements of Supervision	OAD 125 - Word Processing
BUS 146 – Personal Finance	MST 215- Small Business Management	MST 201- Human Resource Management	OAD 130 - Electronic Calculations
BUS 150 - Business Math	CIS 207 - Web Development	MST 215 - Small Business Management	OAD 138 - Records and Information Management
BUS 186 - Elements of Supervision	CIS 210 - Case Study in Computer Skills App.	MST 231- Management Seminar	OAD 218 - Office Procedures
BUS 189 - Human Relationships	CIS 212 - Visual Basic Programming	MST 111- Elements of Supervision	OAD 243 - Spreadsheet Applications
BUS 275 – Principles of Management	CIS 245 - Cyber Defense	MST 201- Human Resource Management	OAD 244 - Database Applications