

# AAB

## PROFESSIONAL OFFICE MANAGEMENT

### TWO YEAR OPTION

#### SUGGESTED COURSE SEQUENCE

SEMESTER 1	CR	SEMESTER 2	CR	SEMESTER 3	CR	SEMESTER 4	CR
CSS106 SUCCEEDING IN COLLEGE	1	POM202 INTRODUCTION TO WORD PROCESSING	2	POM214 GENERAL OFFICE PROCEDURES	3	POM207 OFFICE PUBLICATIONS	3
		▲		▲		▲	
POM103 DOCUMENT FORMATTING	3	PHI202 ETHICS	3	ACC100 OFFICE ACCOUNTING	4	BUS211 SOCIAL MEDIA MARKETING	3
▲				▲			
CIS101 PERSONAL COMPUTER APPLICATIONS	3	ENG103 BUSINESS COMMUNICATIONS	3	POM203 ADVANCED WORD PROCESSING	3	MGMT208 HUMAN RESOURCE MANAGEMENT	3
▲				▲		▲	
ENG101 ENGLISH COMPOSITION I	3	POM208 POWERPOINT CONCEPTS	3	CIS222 SPREADSHEETS CONCEPTS	3	SOC205 SOCIAL PROBLEMS	3
		▲		▲			
MTH103 BUSINESS MATHEMATICS	3	MGMT202 ORGANIZATIONAL BEHAVIOR	3	PSY101 GENERAL PSYCHOLOGY	3	POM253 PROFESSIONAL OFFICE MANAGEMENT CAPSTONE	3
		▲				▲	
MGT201 PRINCIPALS OF MANAGEMENT	3						
▲							
<b>CREDIT HOURS</b>	<b>16</b>	<b>CREDIT HOURS</b>	<b>14</b>	<b>CREDIT HOURS</b>	<b>16</b>	<b>CREDIT HOURS</b>	<b>15</b>

61 SEMESTER CREDITS

▲ STUDENT MUST OBTAIN A LETTER GRADE OF C OR BETTER TO PROGRESS TO GRADUATION.

# ASSOCIATE OF ARTS

## AA

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1 ▲	<b>ENG102</b> English Composition II ▲ 3	<b>SOC101</b> Introduction to Sociology ▲ 3	<b>Elective</b> ▲ 3
<b>COM101</b> Public Speaking 3 ▲	<b>MTH120</b> College Algebra ▲ 4	<b>Humanities Elective</b> 3 ▲	<b>Elective</b> ▲ 3
<b>ENG101</b> English Composition I 3 ▲	<b>GEL111</b> Earth Science ▲ 4	<b>Literature Elective</b> 3 ▲	<b>Elective</b> ▲ 3
<b>PSY101</b> General Psychology 3 ▲	<b>Elective</b> ▲ 3	<b>Science Elective</b> 4 ▲	<b>Humanities Elective</b> ▲ 3
<b>Foreign Language or Humanities Elective</b> 3-4 ▲	<b>Foreign Language or Humanities Elective</b> ▲ 3-4	<b>Social Science Elective</b> ▲ 3	<b>SOC205</b> Social Problems ▲ 3
13-14 CREDITS	17-18 CREDITS	16 CREDITS	15 CREDITS

### 61-63 SEMESTER CREDITS

Since the Associate of Arts can transfer into many diverse fields of study, **all electives should be chosen carefully, keeping both the future field of study and the transfer school destination in mind.** Suggestions for course selection based on your chosen major can be found in the Transfer Opportunities section of this catalog. Suggestions for course selection for general education electives can be found in the EGCC Transfer Module Course section of this catalog. To help assure maximum transferability, before registering students should check transfer school requirements and articulation agreements for the most up-to-date information.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

Business Management  
Advertising  
AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111</b> Financial Accounting I  4	<b>BUS207</b> Salesmanship  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>BUS215</b> Interactive Advertisement  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>ART115</b> Digital Photography
<b>BUS205</b> Advertising and Promotion			
Credits 16	Credits 16	Credits 15	Credits 16
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			

Business Management  
Cyber Security  
AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111</b> Financial Accounting I  4	<b>CYS101</b> Networking Foundations  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>CYS102</b> System Administration  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>CYS103</b> Network Defense
<b>CYS100</b> Security Foundations  ▲ 3			
Credits 16	Credits 16	Credits 15	Credits 16
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			

Business Management  
Data Science  
AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111</b> Financial Accounting I  4	<b>DSI109</b> Programming Foundations  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>DSI102</b> Statistical Programming  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>DSI104</b> Data Wrangling and Visualization
<b>DSI101</b> Basic Statistics  ▲ 3			
Credits 16	Credits 16	Credits 15	Credits 16
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			

Business Management  
Digital and Social Media Marketing  
AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111</b> Financial Accounting I  4	<b>BUS211</b> Social Media Marketing  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>BUS217</b> Consumer Behavior  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>BUS222</b> Writing for Interactive Media
<b>BUS216</b> Electronic Commerce: The Strategic Perspective 3			
Credits 16	Credits 16	Credits 15	Credits 16
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			

Business Management  
Hospitality-Food and Beverage Management  
AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111</b> Financial Accounting I  4	<b>HOS102</b> Fundamentals of Food Safety  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>HOS203</b> Food Service Management  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>HOS200</b> Food and Beverage Operations  ▲ 3
<b>HOS101</b> Fundamentals of Food Service Industry ▲ 3			
Credits 16	Credits 16	Credits 15	Credits 16
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			

Business Management  
Hospitality: Hotel and Event Management  
AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111</b> Financial Accounting I  4	<b>HOS200</b> Food and Beverage Operations  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>HOS201</b> Hotel and Convention Management  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>HOS202</b> Event Management  ▲ 3
<b>MGT205</b> Introduction to Quality Improvement  3			
Credits 16	Credits 16	Credits 15	Credits 16
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			



Business Management  
Programming and Development  
AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111</b> Financial Accounting I  4	<b>PGD101</b> Front End Foundations  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>PGD103</b> Front End Frameworks  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>PGD102</b> Programming Foundations
<b>PGD100</b> Coding from Scratch  ▲ 3			
Credits 16	Credits 16	Credits 15	Credits 16
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			

# ACCOUNTING

## AAB

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1 ▲	<b>ACC112</b> Financial Accounting II 4 ▲	<b>ACC204</b> Tax Accounting 4 ▲	<b>ACC212</b> Intermediate Accounting II 4 ▲
<b>ACC111</b> Financial Accounting I 4 ▲	<b>ACC121</b> Managerial Accounting 4 ▲	<b>ACC211</b> Intermediate Accounting I 4 ▲	<b>ACC215</b> Computerized Accounting 3 ▲
<b>CIS101</b> Personal Computer Applications 3	<b>ACC125</b> Payroll Accounting 3 ▲	<b>MGT201</b> Principles of Management 3	<b>BUS203</b> Business Law I 3
<b>ECO101</b> Macroeconomics 3	<b>CIS222</b> Spreadsheet Concepts 3	<b>MTH128</b> Statistics 3	<b>COM105</b> Interpersonal Communications 3
<b>ENG101</b> English Composition I 3	<b>ENG102</b> English Composition II 3		<b>GEL111</b> Earth Science 4
14 CREDITS	17 CREDITS	14 CREDITS	17 CREDITS
<b>62 SEMESTER CREDITS</b>  ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# ASSOCIATE OF INDIVIDUALIZED STUDY-AIS

## AIS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1	<b>Area of Concentration</b> ▲ 6	<b>Related Course Work</b> ▲ 12	<b>Related Course Work</b> ▲ 9
<b>Area of Concentration</b> ▲ 6	<b>MTH120</b> College Algebra 3	<b>Humanities Elective</b> 3	<b>COM101</b> Public Speaking 3
<b>ENG101</b> English Composition I 3	<b>ENG102</b> English Composition II 3	<b>SOC205</b> Social Problems 3	<b>CIS101</b> Personal Computer Applications 3
<b>GEL111</b> Earth Science 4	<b>Social Science Elective</b> 3		
<b>14 Credits</b>	<b>15 Credits</b>	<b>18 Credits</b>	<b>15 Credits</b>
<b>62 SEMESTER CREDITS</b>  This represents a possible sequence for the AIS Degree. Individual programs will vary based on areas of concentration and related course work.			

# BUSINESS MANAGEMENT

## Entrepreneurship

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111</b> Financial Accounting I 4	<b>MGT210</b> Leadership Development and Team Building ▲ 3	<b>MGT 206</b> Capstone ▲ 3
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior 3 ▲	<b>BUS221</b> Business Ethics 3 ▲
<b>ENG101</b> English Composition I 3	<b>BUS209</b> Customer Service ▲ 3	<b>PSY 101</b> General Psychology 3	<b>BUS206</b> Entrepreneurship 3 ▲
<b>MGT213</b> Employee Benefits 3 ▲			
Credits 16	Credits 16	Credits 15	Credits 16
<b>63 SEMESTER CREDITS</b> ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Finance Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111</b> Financial Accounting I ▲ 4	<b>ACC112</b> Financial Accounting II 4 ▲	<b>MGT 206</b> Capstone 3 ▲
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior 3 ▲	<b>ACC121</b> Managerial Accounting 4 ▲
<b>ENG101</b> English Composition I 3	<b>BUS214</b> Securities and Investments ▲ 3	<b>PSY 101</b> General Psychology 3	<b>MGT210</b> Leadership Development and Team Building ▲ 3
<b>BUS213</b> Financial Management 3 ▲			
Credits 16	Credits 16	Credits 16	Credits 17
65 SEMESTER CREDITS			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## CERTIFICATE

SEMESTER I	SEMESTER II
<b>CSS106</b> Succeeding in College  1	<b>BUS201</b> Principles of Marketing  ▲ 3
<b>ACC111</b> Financial Accounting I  ▲ 4	<b>BUS203</b> Business Law I  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>CIS222</b> Spreadsheet Concepts  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT201</b> Principles of Management  ▲ 3
<b>COM101</b> Public Speaking  3	<b>MGT202</b> Organizational Behavior  ▲ 3
<b>MTH103</b> Business Math or <b>MTH120</b> College Algebra  3-4	
<b>17-18 Credits</b>	<b>15 Credits</b>
<b>32-33 SEMESTER CREDITS</b> ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.	

# BUSINESS MANAGEMENT

## General Management Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1         	<b>ACC 111</b> Financial Accounting I 4         	<b>BUS203</b> Business Law         	<b>MGT 206</b> Capstone         
<b>BUS101</b> Introduction to Business         	<b>BUS 201</b> Principles of Marketing         	<b>COM 101</b> Public Speaking 3         	<b>MGT 208</b> Human Resources Management         
<b>CIS101</b> Personal Computer Applications         	<b>MGT 201</b> Principles of Management         	<b>ENG 103</b> Business Communications 3         	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 4         
<b>ECO102</b> Microeconomics 3         	<b>PSC 101</b> American Government 3         	<b>MGT 202</b> Organizational Behavior 3         	<b>MGT205</b> Total Quality Improvement         
<b>ENG101</b> English Composition I 3         	<b>BUS206</b> Entrepreneurship         	<b>PSY101</b> General Psychology 3         	<b>BUS221</b> Business Ethics         
<b>MGT210</b> Leadership Development and Teambuilding         			
Credits 16	Credits 16	Credits 15	Credits 16
<b>63 SEMESTER CREDITS</b>  ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Health Management Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111</b> Financial Accounting I 4	<b>MGT210</b> Leadership Development and Team Building ▲ 3	<b>MGT 206</b> Capstone ▲ 3
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior 3 ▲	<b>MGT216</b> Healthcare Finance 3 ▲
<b>ENG101</b> English Composition I 3	<b>HSC103</b> Law and Ethics ▲ 1	<b>PSY101</b> General Psychology 3	<b>MGT215</b> Healthcare Management 3 ▲
<b>MGT214</b> Introduction to Healthcare Management ▲ 3			
Credits 16	Credits 14	Credits 15	Credits 16
61 SEMESTER CREDITS ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			



# BUSINESS MANAGEMENT

## Human Resource Management Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111</b> Financial Accounting I 4	<b>BUS203</b> Business Law ▲ 3	<b>MGT 206</b> Capstone 3 ▲
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior ▲ 3	<b>MGT210</b> Leadership Development and Teambuilding ▲ 3
<b>ENG101</b> English Composition I 3	<b>MGT212</b> Compensation Management ▲ 3	<b>PSY101</b> General Psychology 3	<b>MGT213</b> Employee Benefits ▲ 3
<b>MGT211</b> Training Concepts 3 ▲			
Credits 16	Credits 16	Credits 15	Credits 16
<p align="center"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p>			

## Information Systems Focus

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111</b> Financial Accounting I 4	<b>NET106</b> Introduction to IT Security 3 ▲	<b>MGT 206</b> Capstone 3 ▲
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior 3 ▲	<b>BUS203</b> Business Law 3 ▲
<b>ENG101</b> English Composition I 3	<b>NET103</b> Introduction to System Administration ▲ 4	<b>PSY101</b> General Psychology 3	<b>MGT210</b> Leadership Development and Team Building ▲ 3
<b>NET101</b> Introduction to Information Technology 4 ▲			
<b>Credits 17</b>	<b>Credits 17</b>	<b>Credits 15</b>	<b>Credits 16</b>
<p align="center"><b>65 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p>			

# BUSINESS MANAGEMENT

## Labor Studies Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111</b> Financial Accounting I 4	<b>MGT210</b> Leadership Development and Team Building ▲ 3	<b>MGT 206</b> Capstone ▲ 3
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior 3 ▲	<b>MGT221</b> Contract Administration 3 ▲
<b>ENG101</b> English Composition I 3	<b>PSY 101</b> General Psychology 3	<b>MGT218</b> Law of the Workplace 3 ▲	<b>MGT229</b> Collective Bargaining 3 ▲
<b>MGT217</b> Intro to Labor and Workplace Management ▲ 3			
Credits 16	Credits 16	Credits 15	Credits 16
63 SEMESTER CREDITS ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Marketing Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111</b> Financial Accounting I  ▲ 4	<b>BUS211</b> Social Media Marketing  ▲ 3	<b>MGT 206</b> Capstone 3  ▲
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>BUS209</b> Customer Service 3  ▲
<b>ENG101</b> English Composition I  3	<b>BUS205</b> Advertising  ▲ 3	<b>PSY101</b> General Psychology  3	<b>MGT210</b> Leadership Development and Team Building  ▲ 3
<b>BUS207</b> Salesmanship 3  ▲			
Credits 16	Credits 16	Credits 15	Credits 16
<p align="center"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p>			

# BUSINESS MANAGEMENT

## AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College <div>1</div>	<b>ACC 111</b> Financial Accounting I <div>4</div>	<b>MGT210</b> Leadership Development and Team Building <div>▲ 3</div>	<b>MGT 206</b> Capstone <div>▲ 3</div>
<b>BUS101</b> Introduction to Business <div>▲ 3</div>	<b>BUS 201</b> Principles of Marketing <div>▲ 3</div>	<b>COM 101</b> Public Speaking <div>3</div>	<b>MGT 208</b> Human Resources Management <div>▲ 3</div>
<b>CIS101</b> Personal Computer Applications <div>3</div>	<b>MGT 201</b> Principles of Management <div>▲ 3</div>	<b>ENG 103</b> Business Communications <div>3</div>	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra <div>4</div>
<b>ECO102</b> Microeconomics <div>3</div>	<b>PSC 101</b> American Government <div>3</div>	<b>MGT 202</b> Organizational Behavior <div>3</div>	<b>BUS/MGT Elective</b> <div>▲ 3</div>
<b>ENG101</b> English Composition I <div>3</div>	<b>BUS221</b> Business Ethics <div>▲ 3</div>	<b>PSY101</b> General Psychology <div>3</div>	<b>BUS/MGT Elective</b> <div>▲ 3</div>
<b>BUS/MGT Elective</b> <div>▲ 3</div>			
<b>Credits 16</b>	<b>Credits 16</b>	<b>Credits 15</b>	<b>Credits 16</b>
<p style="text-align: center;"><b>63 SEMESTER CREDITS</b></p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>Electives may be chosen from any additional BUS or MGT courses.</p>			

# CRIMINAL JUSTICE WITH POLICE ACADEMY OPTION

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV & V
<b>CSS106</b> Succeeding in College  1	<b>CJT202</b> Criminal Investigation  3	<b>COR202</b> Correctional Institutions in America  3	<b>Police Academy Program</b>  <b>SEMESTER IV</b>  <b>POA112</b> Self Defense I (8) <b>POA113</b> Criminal Law (3) <b>POA115</b> Community Oriented Policing (3) <b>POA116</b> Physical Training I (1) <b>POA120</b> Technical Report Writing (4)  <b>SEMESTER V</b>  <b>POA110</b> Firearms (2) <b>POA111</b> NHTSA Standards (4) <b>POA114</b> Police Procedures. (3) <b>POA117</b> Physical Training II (1) <b>POA118</b> Self Defense II (4)
<b>CJT101</b> Introduction to Criminal Justice  3	<b>COR205</b> Juvenile Delinquency  3	<b>COR203</b> Criminology  3	
<b>CJT102</b> Procedural Law  3	<b>COM105</b> Interpersonal Communications  3	<b>SOC101</b> Introduction to Sociology  3	
<b>ENG101</b> English Composition I  3	<b>PSY101</b> General Psychology  3	<b>PSC101</b> American Government  3	
<b>MTH128</b> Statistics  3			
13 CREDITS	12 CREDITS	12 Credits	
33 Credits			
70 Semester Credits			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification			

# CRIMINAL JUSTICE

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1	<b>CJT213</b> Police Function ▲ 3	<b>COR202</b> Correctional Institutions in America ▲ 3	<b>CJT210</b> Introduction to Criminal Law ▲ 3
<b>CJT101</b> Introduction to Criminal Justice ▲ 3	<b>CJT202</b> Criminal Investigation ▲ 3	<b>COR203</b> Criminology ▲ 3	<b>COR205</b> Juvenile Delinquency ▲ 3
<b>CJT102</b> Procedural Law ▲ 3	<b>ENG104</b> Technical and Professional Writing 3	<b>PSY101</b> General Psychology 3	<b>SOC205 Social Problems</b> 3
<b>ENG101</b> English Composition I 3	<b>SOC101</b> Introduction to Sociology 3	<b>CJT222</b> Homeland Security ▲ 3	<b>COM105</b> Interpersonal Communications 3
<b>MTH128</b> Statistics 3	<b>PSC101</b> <b>American Government</b> 3	<b>COR204</b> Community Based Corrections 3	<b>PHI202</b> Ethics 3
			<b>CJT215</b> Victimology 3
			<b>P</b>
13 CREDITS	15 CREDITS	15 Credits	18 Credits
<b>61 Semester Credits</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification			

# INFORMATION TECHNOLOGY

## ATS- Type A

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1	<b>NET106*</b> Introduction to IT Security p 4	<b>NET140*</b> Introductory Windows Server p 4	<b>NET132*</b> Switched Networks p 4
<b>NET101*</b> Introduction to Information Technology p 4	<b>NET126*</b> A+ Essentials and Practical Application p 4	<b>NET141*</b> Intermediate Windows Server p 4	<b>NET133*</b> Routed Networks p 4
<b>NET103*</b> Introduction to System Administration p 4	<b>NET128*</b> Windows Client Configuration p 4	<b>COM105</b> Interpersonal Communications 3	<b>HIS101</b> World Civilization I 3
<b>ENG101</b> English Composition I 3	<b>CIS225</b> Database Concepts 3	<b>MGT202</b> Organizational Behavior 3	<b>PHI202</b> Ethics 3
<b>CIS101</b> Personal Computer Applications 3	<b>MTH105</b> Quantitative Reasoning 3	<b>SOC101</b> Introduction to Sociology 3	<b>EGT291</b> IT and Engineering Practicum (optional) 1
<b>15 Credits</b>	<b>17 Credits</b>	<b>17 Credits</b>	<b>14-15 Credits</b>
<b>63-64 SEMESTER CREDITS</b> *8-week courses – courses may be taken in the same semester pStudent must obtain a grade of “C” or better to progress to graduation			



# PARALEGAL

## AAB

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1	<b>BUS203</b> Business Law I 3	<b>PLG103</b> Legal Research/ Writing II p 3	<b>COM101</b> Public Speaking 3
<b>PSC101</b> American Government 3	<b>ENG103</b> Business Communications 3	<b>PLG105</b> Litigation/Civil Procedure p 3	<b>PLG203</b> Torts p 3
<b>ENG101</b> English Composition I 3	<b>MGT201</b> Principles of Management 3	<b>PLG201</b> Real Property/ Real Estate Law p 3	<b>PLG205</b> Contracts p 3
<b>CIS101</b> Personal Computer Applications 3	<b>PLG207</b> Law Office Technology p 3	<b>PLG210</b> Criminal Law p 3	<b>PLG212</b> Estate Law p 3
<b>MTH128</b> Statistics p 3	<b>SOC205</b> Social Problems 3	<b>PLG215</b> Family Law p 3	<b>PLG250</b> PL Practicum p 2
<b>PLG101</b> Intro to PL and Ethics p 3	<b>PLG102</b> Legal Research/ Writing I p 3		
<b>16 Credits</b>	<b>18 Credits</b>	<b>15 Credits</b>	<b>14 Credits</b>
<b>63 SEMESTER CREDITS</b>			

# PATIENT HOME NAVIGATOR

## CERTIFICATE

SEMESTER I	SEMESTER II
<b>CIS101</b> Personal Computer Applications 3	<b>PHN104</b> Patient Home Navigator Seminar 2
<b>BIO101</b> Basic Anatomy 3	<b>PHN105</b> Patient Home Navigator Capstone 3
<b>HSC106</b> Administrative Medical Office Skills 3	<b>HSC104</b> Medical Insurance 3 ▲
<b>PHN101</b> Patient Home Navigator I 3 ▲	<b>PHN103</b> End of Life Ethics 3 ▲
<b>PHN102</b> Patient Home Navigator II 3 ▲	<b>HSC103</b> Law and Ethics 1
	<b>ENG101</b> English Composition I 3
15 CREDITS	15 CREDITS
<b>30 Semester Credits</b> ▲ Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/ certification.	

# TEACHER EDUCATION

## AA

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1	<b>ENG102</b> English Composition II 3 ▲	<b>MTH100</b> Mathematics for Elementary Teachers I 3	<b>EDU201</b> Instructional Technology 3 ▲
<b>COM101</b> Public Speaking ▲ 3	<b>ECE111</b> Society, Family, and Diversity in Early Childhood 3 ▲	<b>EDU203</b> Literacy, Language and Phonics 3 ▲	<b>MTH128</b> Statistics 3
<b>EDU200</b> Foundations of Education ▲ 3	<b>EDU210</b> Children's Literature 3 ▲	<b>GSC101</b> Introduction to Physical Science 4	<b>SOC205</b> Social Problems 3
<b>ENG101</b> English Composition I 3	<b>ART101 or ART102 or ART104</b> <b>MUS101 OR MUS102</b> 3	<b>EDU219</b> Characteristics of Exceptional Children 3 ▲	<b>EDU220</b> Educational Psychology 3 ▲
<b>ECE101</b> Cognitive and Physical Development of the Child ▲ 3	Science Elective 3-4	<b>ECE110</b> Wellness and Safety in Early Childhood 3 ▲	<b>PSY205</b> Human Growth and Development 3 ▲
<b>PSY101</b> General Psychology 3			
16 Credits	15-16 Credits	16 Credits	15 Credits
<b>62-63 Semester Credits</b> ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			