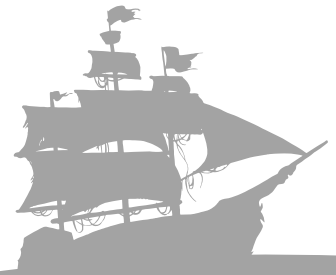





Chart your course to graduation and sail to success!



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	
ORI 105 – Orientation and Student Success	3	

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

YOU'RE HALF WAY!

Spring Semester Course Suggestion	Hours	Grade
PSY 200 General Psychology or BUS189 Human Relations	3	
BUS 215 Business Communications or ENG 102 English Composition II	3	
CIS 185 – Computer Ethics	3	
CIS146 – Computer Applications	3	

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.

