



Short certificate General Business

Fall Semester Course Suggestion	Hours	Grade
ENG 101 – English Composition I	3	
ORI 105 – Orientation and Student Success	3	
BUS 100 – Introduction to Business	3	
BUS 275 – Principles of Management	3	

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

Spring Semester Course Suggestion	Hours	Grade
BUS 241 – Principles of Accounting I	3	
CIS 146 – Microcomputer Applications	3	
ENG 102 – English Composition II	3	

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!

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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.

