

Business Systems Concentration

Recommended Program Schedule for Business Systems Concentration

First Semester

| | | | |
|-----|-----|------------------------------------|-----|
| AOT | 104 | Keyboarding and Input Technologies | 3.0 |
| AOT | 162 | Basic Information Processing | 3.0 |
| CPT | 170 | Microcomputer Applications | 3.0 |
| ENG | 101 | English Composition I * | 3.0 |
| MAT | 120 | Probability and Statistics * | 3.0 |

Second Semester

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|-----|-----|-------------------------------------|-----|
| MGT | 101 | Principles of Management | 3.0 |
| AOT | 110 | Document Formatting | 3.0 |
| CPT | 270 | Advanced Microcomputer Applications | 3.0 |
| SPC | 205 | Public Speaking * | 3.0 |
| | | Or | |
| SPC | 209 | Interpersonal Communications * | |

Third Semester

| | | | |
|-----|-----|---------------------------------------|-----|
| ACC | 101 | Accounting Principles I | 3.0 |
| AOT | 251 | Administrative Systems and Procedures | 3.0 |
| AOT | 161 | Records Management | 3.0 |
| MKT | 130 | Customer Service Principles | 3.0 |

Fourth Semester

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|-----|-----|---|-----|
| ACC | 245 | Accounting Applications | 3.0 |
| AOT | 256 | Office Management Skills | 3.0 |
| AOT | 234 | Administrative Office Communications | 3.0 |
| AOT | 133 | Professional Development | 3.0 |
| | | Humanities/Fine Arts or Social Science Elective * | 3.0 |

Fifth Semester

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|-----|-----|---|-----|
| MKT | 101 | Marketing | 3.0 |
| AOT | 250 | Advanced Information Processing | 3.0 |
| AOT | 255 | Senior Practicum | 3.0 |
| | | Humanities/Fine Arts or Social Science Elective * | 3.0 |

Total Required Credit Hours: 66.0

* General education course

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