Nashville State Community College Office Administration-Medical Professional Concentration A.A.S Degree Plan

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Additional semesters will be required if prerequisite courses, including Learning Support courses, are not completed. Prior to registering each semester, the student is expected to consult with his/her advisor.

FIRST YEAR - FALL SEMESTER ONTES Course No. and Title Cr. Term Grade Prerequisite mailed in the concentre in English or Level 1 placement in English or Level 2 placement in English or Level 2 placement in English and Place 100 (2000) INFS 1010 - Computer Applications 3 Level 2 placement in English CML (2000) OAD 1110 - Excloses English 3 Level 2 placement in English (2000) OAD 1111 - Business English 3 Level 2 placement in English (2000) International Credit Hours 15 None FIRST YEAR - SPRING SEMESTER NOTES Course No. and Title Cr. Term Grade Prorequisite NoteS OAD 1117 - Business Communications 3 MER 1010 with a grade of "C" or higher Index Internation ranges regioned of C" or higher NOTES OAD 1225 - Word 3 OAD 1117 Head Placement In English and Place Index Index Internation and INS 1010 with a grade of "C" or higher NOTES OAD 1235 - Excell® 3 Internation are INS 1010 with a grade of "C" or higher NOTES Course No. and Title Cr	NAME:	A#			CATALOG YR: <u>2015-2016</u>	
ENGL 1010 - English Composition I 3 Lavel 2 placement in English or 1 placement in English of 1 placement in ENGL 0815 and level 2 placement in Reading with concurrent encomment in ENGL 0815 and level 2 placement in Reading with concurrent encomment in ENGL 0815. OAD 1116 - Business English 3 Level 2 placement in English and Reading. OAD 1116 - Business English 3 Level 2 placement in English and Reading. OAD 1116 - Business English 3 Level 2 placement in English. Level 2 placement in Figlish. Level 2 placement in Figlish. Level 2 placement in Figlish. None FIRTS YEAR - SPRING SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite NOTES OAD 1125 - Word 3 OAD 1100 and Reading. Student must mediate and place of CC or higher. Level 2 placement in English and Feading. Note: Office envolted on place AD 1115 before envolting in GAD 1117. NOTES OAD 1225 - Word 3 OAD 1100 and NFS 1010 with a grade of CC or higher. NOTES ICAM 2000 - Healthcare Delivery Systems 3 PRS 1010 with a grade of CC or higher in order to progress in program. NOTES Second VEAR - FALL SEMESTER NOTES NOTES NOTES Course No. and Title Cr. Term Grade Prerequisite NOTES BUSN 1300- North 10030 3 <	FIRST YEAR – FALL SEMESTE	2				NOTES
ENGL 1010 - English Composition I 3 English With concurrent enrolment in ENGL 0815 and Reading with concurrent enrolment in EAGL 0815. INFS 1010 - Computer Applications 3 Level 2 placement in Reading QAD 1116 - Business English 3 Level 2 placement in Reading QAD 1116 - Keyboarding/Formatting 3 Level 2 placement in English and Reading QAD 1110 - Keyboarding/Formatting 3 Level 1 placement in English and Reading Total Credit Hours 15 Term FIRST YEAR - SPRING SEMESTER None Course No. and Title Cr. Term QAD 1125 - Koel® 3 QAD 1100 and NFB 1010 with grade of "C" on higher Lovel 2 QAD 1225 - Word 3 QAD 1100 and NFB 1010 with a grade of "C" on higher QAD 1225 - Koel® 3 MeS 1010 with a grade of "C" on higher and the data None" of the organs BIOL 1000-Medical Terminology 3 MeS 1010 with a grade of "C" on higher and the organs BIOL 1000-Medical Terminology 3 MeS 1010 with a grade of "C" on higher in Math or Concurrent in Terminology Total Credit Hours 15 Term SECOND YEAR - FALL SEMESTER None Course No. and Title Cr. Term Mathematics: MATH-1530 or MATH-1630 3 Mathematics: MATH-1530 or higher in Math or Chigher in order to progens in program. <t< th=""><th>Course No. and Title</th><th>Cr.</th><th>Term</th><th>Grade</th><th>Prerequisite</th><th></th></t<>	Course No. and Title	Cr.	Term	Grade	Prerequisite	
OAD 1116 - Business English 3 Level 2 placement in English and Reading OAD 1100 - Keyboarding/Formatting 3 None Include Control (Control (3			Level 2 placement in English or Level 1 placement in English with concurrent enrollment in ENGL 0815 and level 2 placement in Reading or level 1 placement in	
OAD 1100 - Keyboarding/Formatting 3 None None 'Humanities 3 Level 1 placement in English; Level 2 placement in Reading or concurrent english and Reading, Note: Office Administration majors should compate OAD 1116 NPES 1010 with a grade of "C" or higher. Level 2 placement in English and Reading, Note: Office Administration majors should compate OAD 1116 before OAD 1117 - Business Communications 3 CAD 1225 - Word 3 OAD 1177. OAD 1225 - Word 3 CAD 1100 and NFS 1010 with a grade of "C" or higher CAD 1100 and NFS 1010 with a grade of "C" or higher OAD 1235 - Excel® 3 CAD 1100 and NFS 1010 with a grade of "C" or higher CAD 1100 and NFS 1010 with a grade of "C" or higher IBIOL 1000-Medical Terminology 3 None Course No. and Title NoreS SECOND YEAR - FALL SEMESTER NOTES Caurse No. and Title Cr. Term Grade Prerequisite NoreS Advector of higher in oder to progress in program. BUSN 1305 - Introduction to Business' or HCM 2200 - Level 2 placement to righer in Math or concurrent encoliment in MATH 0335. MATH 1530 Le	INFS 1010 - Computer Applications	3			Level 2 placement in Reading	
Instruction Image: Second	OAD 1116 - Business English	3			Level 2 placement in English and Reading	
Humanities 3 Reading or concurrent enrollment in READ 0815. Total Credit Hours 15 NOTES Course No. and Title Cr. Term Grade Prerequisite NOTES OAD 1117 - Business Communications 3 OAD 1100 and INFS 1010 with a grade of "C" or higher NOTES OAD 1225 - Word 3 OAD 1100 and INFS 1010 with a grade of "C" or higher NOTES OAD 1225 - Excel® 3 OAD 1100 and INFS 1010 with a grade of "C" or higher NOTES DIOL 1000-Medical Terminology 3 None NOTES SECOND YEAR - FALL SEMESTER Vore NOTES Course No. and Title Cr. Term Grade Prerequisite Course No. and Title Cr. Term Grade Prerequisite NOTES BUSN 1305 - Introductin to Business* or BU	OAD 1100 - Keyboarding/Formatting	3			None	
FIRST YEAR - SPRING SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite NOTES OAD 1117 - Business Communications 3 3 OAD 1100 and Reading. Note: Office Administration majors should complete OAD 1116 before enrolling in OAD 1117. OND 1100 and Reading. Note: Office Administration majors should complete OAD 1116 before enrolling in OAD 1117. OAD 1100 and INFS 1010 with a grade of 'C' or higher OAD 1225 - Word 3 INFS 1010 with a grade of 'C' or higher INFS 1010 with a grade of 'C' or higher OAD 1225 - Excel® 3 INFS 1010 with a grade of 'C' or higher INFS 1010 with a grade of 'C' or higher OAD 1000-Medical Terminology 3 INFS 1010 with a grade of 'C' or higher in order to progress in program. INFS 1010 with a grade of 'C' or higher in order to progress in program. BIOL 1000-Medical Terminology 3 None INFS 1010 with a grade of 'C' or higher in MAth or concurrent encoment in MATH 1630. INFS 100 with a grade of 'C' or higher BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues* 3 INFS 1010 with a grade of 'C' or higher in order to progress in program. BUSN 2330 - Organizational Behavior or	¹ Humanities	3				
Course No. and Title Cr. Term Grade Prerequisite OAD 1117 - Business Communications 3 Administration majors should complete OAD 1116 before and find oAD 1117. OAD 1125 - Word 3 OAD 1100 and INFS 1010 with a grade of "C" or higher. Level 2 placement in English and Reading. Note: Office Administration majors should complete OAD 1116 before and find oAD 1117. OAD 1225 - Word 3 INFS 1010 with a grade of "C" or higher OAD 1235 - Excel® 3 INFS 1010 with a grade of "C" or higher OAD 1235 - Excel® 3 INFS 1010 with a grade of "C" or higher INC 1000 - Healthcare Delivery Systems 3 INFS 1010 with a grade of "C" or higher in order to progress in program. BIOL 1000-Medical Terminology 3 None INTES Total Credit Hours 15 SecoND YEAR - FALL SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite NOTES Mathematics: MATH-1530 or MATH-1630 3 BUSN 1305 - Introduction to Business" or HCM 2200 - Medical Legal Issues" 3 BUSN 1305 - Norte Second VC or higher in Math or concurrent enrollment in MATH 0485. BUSN 2300 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt. 3 BUSN 2350 - Level 2 placement in English and Reading Student must ma	Total Credit Hours	15				
OAD 1117 - Business Communications 3 INFS 1016 with agrade of "C" or higher Level 2 placement in English and Reading, Note: Office Administration migins ADD 1117. OAD 1225 - Word 3 OAD 1100 and INFS 1010 with a grade of "C" or higher OAD 1235 - Excel® 3 INFS 1010 with a grade of "C" or higher OAD 1235 - Excel® 3 INFS 1010 with a grade of "C" or higher OAD 2000 - Healthcare Delivery Systems 3 INFS 1010 with a grade of "C" or higher HCM 2000 - Healthcare Delivery Systems 3 None Total Credit Hours 15 None Course No. and Title Cr. Term Grade Prerequisite Mathematics: MATH-1530 or MATH-1630 3 MATH 1530-Level 2 placement in English and Reading BUSN 1305 - Introduction to Business" or HCM 2200 - Medical Legal Issues" 3 BUSN 2350 - Level 2 placement in English and Reading BUSN 2340 - Human Resource Mgmt. 3 INFS 1010 with a grade of "C" or higher in order to program. OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher in order to program. DATH 1530-Level 2 placement in English and Reading BUSN 2340 - Human Resource Mgmt. 3 INFS 1010 with a grade of "C" or higher in order to program. OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher in order to <b< th=""><th>FIRST YEAR – SPRING SEMES</th><th>ΓER</th><th>1</th><th>1</th><th></th><th>NOTES</th></b<>	FIRST YEAR – SPRING SEMES	ΓER	1	1		NOTES
OAD 1117 - Business Communications 3 placement in English and Reading. Note: Office Annolution majors should complete OAD 1118 before enrolling in OAD 1117. OAD 1225 - Word 3 OAD 1100 and INFS 1010 with a grade of "C" or higher OAD 1235 - Excel® 3 INFS 1010 with a grade of "C" or higher OAD 200 - Healthcare Delivery Systems 3 None BIOL 1000-Medical Terminology 3 None Total Credit Hours 15 Its Course No. and Title Cr. Term Grade Mathematics: MATH-1530 or MATH-1630 3 BUSN 1305-Introduction to Business" or HCM 2200 - Level 2 placement in English and Reading BuSN 2360 - Organizational Behavior or BuSN 2350 - Level 2 placement in English and Reading BUSN 2350 - Level 2 placement in English and Reading BUSN 2350 - Level 2 placement in English and Reading BUSN 2350 - Level 2 placement in English and Reading BUSN 2350 - Level 2 placement in English and Reading BUSN 2350 - Level 2 placement in English and Reading BUSN 2350 - Level 2 placement in English and Reading BUSN 2340 - Human Resource Mgmt. 3 OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher in dath or concurrent english and Reading BUSN 2340 - Human Resource Mgmt. 3 OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher in order to program. OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher in adming BUS	Course No. and Title	Cr.	Term	Grade		
OAD 1235 - Excel® 3 INFS 1010 with a grade of "C" or higher HCM 2000 - Healthcare Delivery Systems 3 Level 2 placement in English and Reading. Student must maintain a grade of "C" or higher in order to progress in program. BIOL 1000-Medical Terminology 3 None Total Credit Hours SECOND YEAR - FALL SEMESTER Mottes Mottes Mottes Mathematics: MATH-1530 or MATH-1630 A grade of "C" or higher in order to progress in program. Mottes Mottes Mathematics: MATH-1530 or MATH-1630 3 BUSN 1305 - Introduction to Business" or HCM 2200 - Medical Legal Issues" BUSN 2350 - Organizational Behavior or BUSN 2360 - Organizational Behavior or BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Utilize Procedures (Fall only) 3 OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher OAD 2125 - Access@ 3 INFS 1010 with a grade of "C" or higher OAD 2125 - Secons@ <t< td=""><td>OAD 1117 - Business Communications</td><td>3</td><td></td><td></td><td>placement in English and Reading. Note: Office Administration majors should complete OAD 1116 before</td><td></td></t<>	OAD 1117 - Business Communications	3			placement in English and Reading. Note: Office Administration majors should complete OAD 1116 before	
HCM 2000 - Healthcare Delivery Systems 3 Level 2 placement in English and Reading. Student must maintain a grade of "C" or higher in order to progress in program. BIOL 1000-Medical Terminology 3 None Total Credit Hours 15 None SECOND YEAR - FALL SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite Mathematics: MATH 1530 or MATH-1630 3 MATH 1530-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement in English and Reading BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues* 3 BUSN 1305-None BUSN 1305-None BUSN 2350 - Organizational Behavior or BUSN 2350 - Level 2 placement in English and Reading BUSN 2360 - Level 2 placement in English and Reading BUSN 2360 - Level 2 placement in English and Reading OAD 2125 - Access@ 3 BUSN 2360 - Level 2 placement in English and Reading BUSN 2360 - Level 2 placement in English and Reading OAD 2125 - Access@ 3 INFS 1010 with a grade of "C" or higher MOTES OAD 2840 - Office Procedures (Fall only) 3 OAD 1117 MOTES SecOND YEAR - SPRING SEMESTER Kernel State NOTES Course No. and Title Cr. <t< td=""><td>OAD 1225 - Word</td><td>3</td><td></td><td></td><td>OAD 1100 and INFS 1010 with a grade of "C" or higher</td><td></td></t<>	OAD 1225 - Word	3			OAD 1100 and INFS 1010 with a grade of "C" or higher	
HCM 2000 - Healthcare Delivery Systems3maintain a grade of "C" or higher in order to progress in program.BIOL 1000-Medical Terminology3NoneTotal Credit Hours15SECOND YEAR - FALL SEMESTERNoreCourse No. and TitleCr.TermGradePrerequisiteMathematics: MATH-1530 or MATH-16303SBus and the second or higher in Math or concurrent enrollment in MATH 0835.MATH 1830-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845.BUSN 1305 - Introduction to Business' or HCM 2200 - Medical Legal Issues*3Bus BUSN 1305 - Norder to regram.Bus BUSN 2350 - Creation and Behavior or progress in program.BUSN 2350 - Organizational Behavior or DUSN 2360 - Organizational Behavior or Bus 2350 - Organizational Behavior or Bus 2550 - Survey oregram.MCM 2550 - Surve	OAD 1235 - Excel®	3			INFS 1010 with a grade of "C" or higher	
Total Credit Hours15NOTESSECOND YEAR - FALL SEMESTERNOTESCourse No. and TitleCr.TermGradePrerequisiteMathematics: MATH-1530 or MATH-163033MATH 1530-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845.BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues*3BUSN 1305-None HCM 2200- Level 2 placement in English and Reading BUSN 2350 - Organizational Behavior or BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt.3BUSN 2350-Level 2 placement in English and Reading BUSN 2340- Human Resource Mgmt.OAD 2125 - Access®3INFS 1010 with a grade of "C" or higherOAD 1117Total Credit Hours15OAD 1117SECOND YEAR - SPRING SEMETTERNOTESCourse No. and TitleCr.TermGradePrerequisiteCourse No. and TitleCr.TermGradePrerequisiteACCT 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech3ENGL 1010ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note)3ENGL 1010BUSN 2330 - Principles of Management3Level 2 placement in English and Reading BUSN 2330 - Principles of ManagementBUSN 2330 - Principles of Management3Level 2 placement in English and C" or higher in order to prograss in program.	HCM 2000 - Healthcare Delivery Systems	3			maintain a grade of "C" or higher in order to progress in	
SECOND YEAR - FALL SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite Mathematics: MATH-1530 or MATH-1630 3 MATH 1530-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845. BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues* 3 BUSN 1305-None HCM 2200-Level 2 placement in English and Reading Student must maintain a grade of "C" or higher in order to progress in program. BUSN 2350 - Organizational Behavior or BUSN 2350 - Level 2 placement in English and Reading BUSN 2340 - Human Resource Mgmt. 3 BUSN 2350-Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Office Procedures (Fall only) 3 OAD 2125 - Access® OAD 2125 - Access® 15 Total Credit Hours 15 SECOND YEAR - SPRING SEMESTER NOTES NOTES Course No. and Title Cr. Term Grade Prerequisite SPCH 1010 - Fundamentals of Speech 3 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Codi	BIOL 1000-Medical Terminology	3			None	
Course No. and Title Cr. Term Grade Prerequisite Mathematics: MATH-1530 or MATH-1630 3 MATH 1530-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH-1630 are 2 placement or higher in Math or concurrent enrollment in MATH 0845. BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues* 3 BUSN 1305-None BUSN 2350 - Organizational Behavior or BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt. 3 BUSN 2350- Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Grief Procedures (Fall only) 3 OAD 1117 Total Credit Hours 15 NOTES Course No. and Title Cr. Term Grade Prerequisite SPCOND YEAR - SPRING SEMESTER NOTES NOTES Course No. and Title Cr. Term Grade Prerequisite Course No. and Title Speech 3 ENGL 1010 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 ACCT 1010-Level 2 placement in Reading and Math HCM 2250 with a grade of "C" or higher in order to progress in program.	Total Credit Hours	15				
Mathematics: MATH-1530 or MATH-1630 3 MATH 1530-Level 2 placement or higher in Math or concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845. BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues* 3 BUSN 1305-None HCM 2200 - Medical Legal Issues* BUSN 2350 - Organizational Behavior or BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt. 3 BUSN 2350- Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading BUSN 2340 - Office Procedures (Fall only) 3 OAD 1117 Total Credit Hours 15 0AD 1117 0AD 1117 Total Credit Hours 15 NOTES Course No. and Title Cr. Term Grade Prerequisite SPCCH 1010 - Fundamentals of Speech 3 ENGL 1010 ENGL 1010 ENGL 1010 ACCT 1010 - Principles of Accounting I* or 3 ACCT 1010-Level 2 placement in Reading and Math HCM 2250 - Survey of Coding* (see note) 3 Level 2 placement in English and Reading BUSN 2330 - Principles of Management 3 Level 2 placement in English and Readin	SECOND YEAR – FALL SEMESTER					
Mathematics: MATH-1530 or MATH-1630 3 3 concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845. BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues* 3 BUSN 1305-None HCM 2200- Level 2 placement in English and Reading Student must maintain a grade of "C" or higher in order to progress in program. BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt. 3 BUSN 2340- Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher Concurrent enrollment in MATH 0835. OAD 2840 - Office Procedures (Fall only) 3 OAD 1117 Concurrent enrollment in English and Reading SECOND YEAR - SPRING SEMETER Kr Term Grade Prerequisite Course No. and Title Cr. Term Grade Prerequisite ACCT 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech 3 ENGL 1010 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 Level 2 placement in English and Reading BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading Level 2 placement in English and Reading	Course No. and Title	Cr.	Term	Grade		
BUSN 1305 - Introduction to Business* or HCM 2200 - Medical Legal Issues* 3 HCM 2200 - Level 2 placement in English and Reading Student must maintain a grade of "C" or higher in order to progress in program. BUSN 2350 - Organizational Behavior or BUSN 2340 - Human Resource Mgmt. 3 BUSN 2350 - Level 2 placement in English and Reading BUSN 2340 - Level 2 placement in English and Reading OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher OAD 2840 - Office Procedures (Fall only) 3 OAD 1117 Total Credit Hours 15 NOTES SECOND YEAR - SPRING SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech 3 ENGL 1010 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 ACCT 1010-Level 2 placement in Reading and Math HCM 2250 - Survey of Coding* (see note) 3 BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading Image: ACC or higher	Mathematics: MATH-1530 or MATH-1630	3			concurrent enrollment in MATH 0835. MATH 1630-Level 2 placement or higher in Math or concurrent enrollment in MATH 0845.	
BUSN 2340 - Human Resource Mgmt. 3 BUSN 2340 - Level 2 placement in English and Reading OAD 2125 - Access® 3 INFS 1010 with a grade of "C" or higher OAD 2840 - Office Procedures (Fall only) 3 OAD 1117 Total Credit Hours 15 OAD 1117 SECOND YEAR – SPRING SEMESTER NOTES SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech Cr. Term Grade Prerequisite Image: Community of the second of the secon	HCM 2200 - Medical Legal Issues*	3			HCM 2200- Level 2 placement in English and Reading Student must maintain a grade of "C" or higher in order to	
OAD 2840 - Office Procedures (Fall only) 3 OAD 1117 Total Credit Hours 15 OAD 1117 SECOND YEAR - SPRING SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech 3 ENGL 1010 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 AC ACCT 1010-Level 2 placement in Reading and Math HCM 2250 - Survey of Coding* (see note) 3 Level 2 placement in English and Reading BUSN 230 - Principles of Management 3 Level 2 placement in English and Reading Level 2 placement in English and Reading		3				
Total Credit Hours 15 15 SECOND YEAR – SPRING SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech 3 ENGL 1010 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 ACCT 1010-Level 2 placement in Reading and Math HCM 2250 - Survey of Coding* (see note) 3 BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading	OAD 2125 - Access®	3			INFS 1010 with a grade of "C" or higher	
SECOND YEAR - SPRING SEMESTER NOTES Course No. and Title Cr. Term Grade Prerequisite SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech 3 ENGL 1010 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 ACCT 1010-Level 2 placement in Reading and Math HCM 2250 - Survey of Coding* (see note) 3 BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading	OAD 2840 - Office Procedures (Fall only)	3			OAD 1117	
Course No. and Title Cr. Term Grade Prerequisite SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech 3 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 ACCT 1010-Level 2 placement in Reading and Math HCM 2250-HCM 2000 and HCM 2200 with a grade of "C" or higher. Student must maintain a grade of "C" or higher in order to progress in program. BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading	Total Credit Hours	15				
SPCH 1010 - Fundamentals of Speech Comm. or SPCH 1112 - Speech 3 ENGL 1010 ACCT 1010 - Principles of Accounting I* or HCM 2250 - Survey of Coding* (see note) 3 ACCT 1010-Level 2 placement in Reading and Math HCM 2250-HCM 2000 and HCM 2200 with a grade of "C" or higher. Student must maintain a grade of "C" or higher in order to progress in program. BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading	SECOND YEAR – SPRING SEM	ESTER				NOTES
Comm. or SPCH 1112 - Speech 3 ACCT 1010 ACCT 1010 - Principles of Accounting I* or ACCT 1010-Level 2 placement in Reading and Math HCM 2250 - Survey of Coding* (see note) 3 ACCT 1010-Level 2 placement in Reading and Math BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading		Cr.	Term	Grade	Prerequisite	
HCM 2250 - Survey of Coding* (see note) 3 BUSN 2330 - Principles of Management 3		3			ENGL 1010	
BUSN 2330 - Principles of Management 3 Level 2 placement in English and Reading		3			HCM 2250-HCM 2000 and HCM 2200 with a grade of "C" or higher. Student must maintain a grade of "C" or higher	
				T		
OAD 2950 - Office Professional Capstone (Spring only) 3 OAD 1116, OAD 1117, OAD 1225, OAD 1235, OAD 2125 and OAD 2840	OAD 2950 - Office Professional Capstone				OAD 1116, OAD 1117, OAD 1225, OAD 1235, OAD 2125	
Total Credit Hours 15						

¹ Humanities and/or Fine Arts: Choose from ART 1030; ARTH 2010, 2020; ENGL 2010, 2020, 2030, 2110, 2120, 2133, 2140, 2210, 2220, 2310, 2320; MUS 1030(recommended); PHIL 1030, 1111, 2022, 2200; THEA 1030. Check specific humanities prerequisite before enrolling.

²Social/Behavioral Sciences: Choose from ECON 2010, 2020.

*When deciding between BUSN 1305 and HCM 2200, if BUSN 1305 is chosen in the third semester, then ACCT 1010 should be chosen in the fourth semester. If HCM 2200 is chosen in the third semester, then HCM 2250 should be chosen in the fourth semester. Revised 05/12/2015