

BUSINESS DIVISION

MISSION STATEMENT: *The mission of the Business Division is to offer academic and vocational programs in the areas of business, information sciences, and technology for individuals in the college's service area.*

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DESCRIPTION OF PROGRAMS

The Business Division offers certificate and associate degree programs designed to prepare students for employment in the business field, as well as opportunities for continuing promotion and advancement. The certificate and associate degree programs are in the areas of Accounting, Computer Information Systems, and Office Administration and Computer Applications.

ACCOUNTING

Accounting (A.A.S.)

The accounting program prepares students for entry-level employment in accounting. Coursework includes courses in accounting, computer technology, and general education so that graduates possess the skills necessary to clearly communicate the results of their work, both orally and in writing, to clients and management. Students are prepared for career opportunities in positions such as accounting assistants, bookkeepers, payroll clerks, and management trainees.

Accounting Technology (Technical Certificate)

Graduates who complete this 36-hour certificate will possess the basic knowledge of accounting and computer technology to be employed as accounting technicians, accounting assistants, or accounting clerks (payroll, receivables, payables). Courses include both accounting theory and computerized accounting systems as well as an income tax course.

COMPUTER INFORMATION SYSTEMS

Computer Information Systems (A.A.S.)

The courses available in this program are for those interested in the use, application, or maintenance of computers and information. Consequently, some courses in this program will not transfer to all four year institutions. Extensive computer use, interaction, and maintenance are significant features. This degree includes courses in networking, hardware maintenance, and applications programming. General education courses included in this degree prepare the student to communicate with customers and management.

A+ (Certificate of Proficiency)

The A+ Certificate of Proficiency provides future information technology professionals with the basic hardware, software, and networking skills necessary to be successful in a variety of Information Technology positions. The recipient of the certificate will gain knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance, and basic networking.

Computer Information Systems (Technical Certificate)

Graduate who complete the technical certificate acquire knowledge, skills, and technical ability appropriate for employment requiring entry-level duties and responsibilities in the computer information systems field.

Web Design (Technical Certificate)

Graduates who complete this 30-hour credit technical certificate acquire the broad-base skills in Web development including the ability to create, edit, optimize, manage, and secure a Web presence effectively. This program will benefit anyone who wishes to develop an understanding of nearly every fact of Web development. Courses include classes in applications and software programs needed to develop media such as text, graphics, and animation, as well as web site server security. Graduates of this certificate are prepared for positions in businesses, government, and nonprofit organizations that require service, support, and development for the World Wide Web.

OFFICE ADMINISTRATION AND COMPUTER APPLICATIONS

Office Administration and Computer Applications (A.A.S.)

This degree is designed for those seeking employment and not planning to continue formal study in pursuit of a baccalaureate degree. Consequently, some courses in this program will not transfer to all senior institutions. Students are exposed to a broad base of computer software in courses that teach word processing, spreadsheets, and database. General education courses are included in this degree.

Legal Office (Technical Certificate)

Graduates who complete this 36-hour credit technical certificate acquire the knowledge of general legal office procedures, systems, and technology appropriate for entry-level employment in a modern legal environment. Courses include computer classes, general business classes, and transcription classes.

Medical Office (Technical Certificate)

Graduates who complete this 36-hour credit technical certificate acquire the knowledge of general medical office procedures, systems, and technology appropriate for entry-level employment in a modern medical environment. Courses include medical terminology, computer classes, general business classes, and transcription. Students may become employed as a receptionist or medical transcriber in medical and dental offices, hospitals, clinics, or home health agencies.

Office Administration and Computer Applications (Technical Certificate)

Graduates who complete this 33-hour credit technical certificate acquire knowledge of general office procedures, systems, and technology appropriate for entry-level employment in a modern business environment. Courses include computer classes, general business classes, and transcription. Students may become employed as clerical and administrative support workers, general office clerks, receptionists, secretaries, or word processors.

SUPERVISORY MANAGEMENT**Supervisory Management (Technical Certificate)**

Graduates who complete this 30-hour credit technical certificate acquire the knowledge of general management procedures, systems, and technology appropriate for first-line management employment in supervisory and human resource fields. Computer, supervision, and communication courses are included in this certificate.

Degree/Certificate Requirements

The following is a list of required courses in sequential order for each of the degree/certificate programs offered by the Business Division.

ACCOUNTING DEGREE PROGRAM (A.A.S)

This A.A.S. Program is primarily intended for those interested in an accounting career. Completion of the recommended courses leads to the Associate of Applied Science Degree in Accounting. Consequently, some courses in this program may not transfer to all senior institutions. Students who plan to transfer to a senior institution are strongly advised to correspond with the institution to which they plan to transfer.

All courses listed are required, but the sequence of courses taken is based on availability and the necessity for prerequisites.

In the Business Division curricula, courses prerequisite to another class require a minimum grade of “C” in order to advance to the next course

Pre-requisite courses include:

ACT	1103	Principles of Accounting I
ACT	1113	Principles of Accounting II
CIS	1013	Information Systems I
CIS	1263	Microcomputer Operating Systems I
ECON	2203	Macroeconomics
OFAD	1002	Keyboarding I
OFAD	1012	Keyboarding II
OFAD	1133	Business English

First Semester

ACT	1103	Principles of Accounting I	3
—	—	Structured Elective	3
CIS	1013	Information Systems I	3

Choose One:

MATH	1013	Mathematics for General Education	3
OFAD	1053	Business Math with Calculators	
MATH	1003	Intermediate Algebra	

Choose One:

ENG	1113	English Composition I	3
OFAD	1133	Business English	
Subtotal			15

Second Semester

ACT	1113	Principles of Accounting II	3
BUS	1193	Consumer Economics	3
CIS	1173	Spreadsheets I	3
—	—	Structured Elective	3

Choose One:

BUS	2033	Business Communications	3
ENG	1123	English Composition II	
Subtotal			15

Third Semester

ECON	2203	Macroeconomics	3
ACT	1203	Computerized Accounting	3
BUS	1133	Introduction to Income Taxes	3
—	—	Structured Elective	3

Choose One:

PSYC	1103	General Psychology	3
SOC	1103	Introduction to Sociology	
HIST	2223	United States History To 1865	
HIST	2233	United States History Since 1865	
POLS	1113	American National Government	
Subtotal			15

Fourth Semester

ECON	2213	Microeconomics	3
BUS	2203	Business Law I	3
SUPM	1103	Management/Budgetary Accounting	3
—	—	Structured Electives (2)	6
Subtotal			15
Total Credit Hours			60

Structured Electives

ACT	2003	Cost Accounting	3
ACT	2043	Intermediate Accounting	
BUS	1113	Introduction to Business	
BUS	1143	Introduction to Marketing	
OFAD	1083	Word Processing I	
OFAD	1133	Business English	
CIS	1813	Computer Law & Ethics	
CIS	1903	Web Design/Front Page	
CIS	1913	Web Design/HTML	
CIS	2013	Information Systems II	
BUS	1143	Introduction to Marketing	
—	—	Social Sciences (1 additional course)	

Choose One:

BUS	1183	Small Business Management
SUPM	1123	Introduction to Supervision

ACCOUNTING TECHNOLOGY
(Technical Certificate) (36 SSCH)

First Semester:			Credit
ACT	1103	Principles of Accounting I	3
BUS	1133	Introduction to Income Taxes	3
CIS	1013	Information Systems I	3
OFAD	1053	Business Math with Calculators	3
OFAD	1133	Business English	3
OFAD	1203	Business Practices & Procedures	3
Subtotal			18

Second Semester:

ACT	1113	Principles of Accounting II	3
ACT	1203	Computerized Accounting	3
BUS	2033	Business Communications	3
CIS	1173	Spreadsheets I	3

Choose One:

CIS	1203	Presentation Graphics/Desktop Publishing	3
CIS	1903	Web Design/Front Page	

Subtotal			15
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Summer Semester:

ACT	2393	Accounting Technology	
		Internship	3

Total Credit Hours			36
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**COMPUTER INFORMATION SYSTEMS
DEGREE PROGRAM (A.A.S.) (60 SSCH)**

The courses available in this A.A.S. program are for those interested in the use, application, or maintenance of computers and information. Extensive computer use, interaction, maintenance, and networking are significant features. Completion of the recommended courses leads to the Associate of Applied Science Degree in Computer Information Systems.

Some courses in this program may not transfer to all senior institutions. Students who plan to transfer to a senior institution are strongly advised to correspond with the institution to which they plan to transfer.

In the Business Division curricula, courses prerequisite to another class require a minimum grade of "C" in order to advance to the next course.

Prerequisite courses include:

CIS	1013	Information Systems I
CIS	1053	Networking & Communications I
CIS	1263	Microcomputer Operating Systems I
CIS	1593	Programming in C++
CIS	2013	Information Systems II
CIS	2053	Networking & Communications II
CIS	2153	Networking & Communications III
CIS	2163	MS Essentials
CIS	2273	MS NOS
CIS	2283	MS Networking I
OFAD	1002	Keyboarding I

OFAD	1012	Keyboarding II
OFAD	1133	Business English
PCLM	0083	Intermediate Algebra

To insure success in the Computer Information Systems program, the following program prerequisites are required before entering the program:

- Type 28 wpm (3-minute exam)
- English ACT score of 19
- Reading ACT score of 19
- Math ACT score of 19 for Intermediate Algebra
- Math ACT score of 18 for Business Math with Calculators
- Computer Literacy

First Semester			Credit
CIS	1013	Information Systems I	3
CIS	1243	Microcomputer Hardware Maintenance I	3
Choose One:			
MATH	1003	Intermediate Algebra	3
OFAD	1053	Business Math with Calculators	
Choose One:			
ENG	1113	English Composition I	
OFAD	1133	Business English	3
Subtotal			12

Specific Program Requirements:

Operating Systems			
CIS	2163	MS Essentials	3
Total			15
Networking			
CIS	1053	Networking & Communications I	3
Total			15
Programming			
CIS	1593	Programming in C++	3
Total			15
Computer Support Specialist			
CIS	2263	Microcomputer Operating Systems II (MOS II)	3
Total			15

Second Semester			Credit
ACT	1103	Principles of Accounting I	3
CIS	2013	Information Systems II	3

Choose One:

CIS	1903	Web Design/Front Page	
CIS	1913	Web Design/HTML	3
Subtotal			9

Specific Program Requirements:

Operating Systems

CIS	2273	Microsoft Network Operating Systems (MS NOS)	3
CIS	2283	MS Networking I	3
Total			15

Networking

CIS	1823	Network Cabling	3
CIS	2053	Networking & Communications II	3
Total			15

Programming

CIS	1303	Visual Basic I	3
CIS	XXXX	Structured Elective	3
Total			15

Computer Support Specialist

CIS	1823	Network Cabling	3
CIS	2143	Microcomputer Hardware Maintenance II	3
Total			15

Third Semester

			Credit
CIS	1813	Computer Law & Ethics	3

Choose One:

BUS	1113	Introduction to Business	
OFAD	2073	Administrative Office Management	3
Subtotal			6

Specific Program Requirements:

Operating Systems

CIS	1053	Networking & Communications I	3
CIS	2383	MS Networking II	3
CIS	2293	Microsoft Windows Directory Services	3
Total			15

Networking

CIS	2153	Networking & Communications III	3
CIS	2163	MS Essentials	3
CIS	XXXX	Structured Elective	3
		Total	15

Programming

CIS	2123	Database Applications Development	3
CIS	XXXX	Structured Elective	3
CIS	XXXX	Structured Elective	3
		Total	15

Computer Support Specialist

CIS	1053	Networking & Communications I	3
CIS	2123	Database Applications Development	3
CIS	XXXX	Structured Elective	3
		Total	15

Fourth Semester:**Credit****Choose One:**

HIST	2223	United States History To 1865	
HIST	2233	United States History Since 1865	
POLS	1113	American National Government	
PSYC	1103	General Psychology	
SOC	1103	Introduction to Sociology	3

Choose One:

BUS	2033	Business Communications	
ENG	1123	English Composition II	
SUPM	1183	Effective Communication	3
		Subtotal	6

Specific Program Requirements:**Operating Systems**

CIS	XXXX	Structured Elective	3
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Choose One:

CIS	2423	MS Firewall	
CIS	2433	MS Mail	3

Choose One:

CIS	2413	MS Networking Design	
CIS	2313	MS Security Design	3
		Total	15

Networking

CIS	2023	Visual Basic for Applications	3
CIS	2253	Networking & Communications IV	3
CIS	2903	Internship	3
		Total	15

Programming

CIS	2093	Advanced Programming in C++	3
CIS	XXXX	Structured Elective	3
CIS	XXXX	Structured Elective	3
		Total	15

Computer Support Specialist

CIS	1213	Help Desk Support	3
CIS	2163	MS Essentials	3
CIS	2903	Internship	3
		Total	15

Structured Electives:

ACT	1203	Computerized Accounting
CIS	1053	Networking & Communications I
CIS	1173	Spreadsheets I
CIS	1273	Spreadsheets II
CIS	1213	Help Desk Support
CIS	1303	Visual Basic I
CIS	1503	Computer-Aided Drafting I
CIS	1593	Programming in C++
CIS	1603	UNIX
CIS	1823	Network Cabling
CIS	1903	Web Design/Front Page
CIS	1913	Web Design/HTML
CIS	2023	Visual Basic for Applications
CIS	2053	Networking & Communications II
CIS	2093	Advanced Programming in C++
CIS	2123	Database Applications Development
CIS	2143	Microcomputer Hardware Maintenance II
CIS	2153	Networking & Communications III
CIS	2163	MS Essentials
CIS	2243	Visual Basic II
CIS	2253	Networking & Communications IV
CIS	2263	Microcomputer Operating Systems II
CIS	2273	MS NOS
CIS	2283	MS Networking I

CIS	2293	MS Directory Services
CIS	2313	MS Security Design
CIS	2383	MS Networking II
CIS	2413	MS Networking Design
CIS	2423	MS Firewall
CIS	2433	MS Mail
CIS	2503	Computer-Aided Drafting II
CIS	2903	Internship
SUPM	1123	Introduction to Supervision

**COMPUTER INFORMATION SYSTEMS
TECHNICAL CERTIFICATE**

To insure success in the Computer Information Systems program, the following program prerequisites are required before entering the program:

Type 28 wpm (3-minute exam)

English ACT score of 19

Reading ACT score of 19

Math ACT score of 19 for Intermediate Algebra

Math ACT score of 18 for Business Math with Calculators

Computer Literacy

Core Requirements

CIS	1013	Information Systems I	3
CIS	1243	Microcomputer Hardware Maintenance I	3
CIS	1813	Computer Law & Ethics	3

Choose One:

OFAD	1133	Business English	3
ENG	1113	English Composition I	3

Choose One:

MATH	1003	Intermediate Algebra	3
OFAD	1053	Business Math with Calculators	3

Students must select a track in Networking, Computer Support, Operating Systems, or Programming Support. Courses to complete Computer Information Systems Technical Certificate requirements follow: Check with the Business Division Chair for sequence of courses.

Networking

CIS	1053	Networking & Communications I	3
CIS	2053	Networking & Communications II	3

CIS	2143	Microcomputer Hardware Maintenance II	3
CIS	2163	MS Essentials	3
CIS	2273	MS NOS	3

Computer Support

CIS	1053	Networking & Communications I	3
CIS	1213	Help Desk Support	3
CIS	2013	Information Systems II	3
CIS	2163	MS Essentials	3

Choose One:

CIS	1903	Web Design/FrontPage	3
CIS	1913	Web Design/HTML	3

Operating Systems

CIS	2163	MS Essentials	3
CIS	1053	Networking & Communications I	3
CIS	1823	Network Cabling	3
CIS	2273	Microsoft Network Operating Systems (MS NOS)	3
CIS	2283	MS Networking I	3

Programming Support

CIS	1303	Visual Basic I	3
CIS	1593	Programming in C++	3
CIS	2013	Information Systems II	3
CIS	2093	Advanced Programming in C++	3

WEB DESIGN CERTIFICATE
(Technical Certificate) (30 SSCH)

First Semester			Credit
CIS	1013	Information Systems I	3
CIS	1203	Presentation Graphics/Desktop Publishing I	3
CIS	1913	Web Design/HTML	3
OFAD	1133	Business English OR	
ENG	1113	English Composition I	3
MATH	1003	Intermediate Algebra OR	
OFAD	1053	Business Math	3
Subtotal			15
Second Semester			
CIS	1813	Computer Law & Ethics	3
CIS	1903	Web Design/Front Page	3
CIS	1283	JAVA Programming I	3
CIS	2423	MS Firewall	3
CIS	2513	Macromedia Studio	3
Subtotal			15
TOTAL			30

A+CERTIFICATE OF PROFICIENCY

CIS	1263	Microcomputer Operating Systems I	3
CIS	1243	Microcomputer Hardware Maintenance I	3
CIS	2143	Microcomputer Hardware Maintenance II	3
CIS	2163	MS Essentials	<u>3</u>
			12

OFFICE ADMINISTRATION & COMPUTER APPLICATIONS

This A.A.S. Program is designed for those seeking employment and not planning to continue formal study in pursuit of a baccalaureate degree. Consequently, some courses in this program will not transfer to all senior institutions. Students who plan to transfer to a senior institution are strongly advised to correspond with the institution to which they plan to transfer.

In the Business Division curricula, courses prerequisite to another class require a minimum grade of "C" in order to advance to the next course.

Prerequisite courses include:

ACT	1103	Principles of Accounting I
ACT	1113	Principles of Accounting II
ECON	2203	Macroeconomics
CIS	1013	Information Systems I
OFAD	1002	Keyboarding I
OFAD	1012	Keyboarding II
OFAD	1083	Word Processing I
OFAD	1133	Business English

**OFFICE ADMINISTRATION & COMPUTER APPLICATIONS
(A.A.S.) (60 SSCH)**

First Semester:			Credit
CIS	1013	Information Systems I	3
OFAD	1053	Business Math with Calculators	3
OFAD	1083	Word Processing I	3
OFAD	1133	Business English	3
OFAD	1203	Business Practices & Procedures	3
		Subtotal	15

Second Semester:

ACT	1103	Principles of Accounting I	3
CIS	2013	Information Systems II	3
OFAD	1093	Machine Transcription	3
OFAD	2053	Word Processing II	3

Choose One:

CIS	1203	Presentation Graphics/Desktop Publishing	
CIS	1903	Web Design/Front Page	3
		Subtotal	15

Third Semester:

ENG	1113	English Composition I	3
CIS	1173	Spreadsheets I	3
OFAD	2073	Administrative Office Management	3
—	—	Structured Elective	3

Choose One:

HIST	2223	U.S. History To 1865	
HIST	2233	U.S. History Since 1865	
POLS	1113	American National Government	
PSYC	1103	General Psychology	
SOC	1103	Introduction to Sociology	3
		Subtotal	15

Fourth Semester

BUS	2033	Business Communications	3
OFAD	2393	Office Support Internship	3
—	—	Structured Electives	6

Choose One:

CIS	1203	Presentation Graphics/Desktop Publishing	
CIS	1903	Web Design/Front Page	3
		Subtotal	15
		Total Credit Hours	60

Structured Electives:

ACT	1113	Principles of Accounting II	3
ACT	1203	Computerized Accounting	
ACT	2003	Cost Accounting	
ACT	2043	Intermediate Accounting	
ALH	1303	Professional Medical Transcription	
BUS	1113	Introduction to Business	
BUS	1133	Introduction to Income Taxes	
BUS	1143	Introduction to Marketing	
BUS	1183	Small Business Management	
BUS	1193	Consumer Economics	
BUS	2203	Business Law I	
ECON	2203	Macroeconomics	
ECON	2213	Microeconomics	
CIS	1813	Computer Law & Ethics	
CIS	2123	Database Applications Development	

OFAD	1173	Legal Office Transcription & Procedures
SUPM	1103	Management/Budgetary Accounting
SUPM	1123	Introduction to Supervision

**LEGAL OFFICE
(Technical Certificate) (36 SSCH)**

First Semester:			Credit
BUS	2203	Business Law I	3
CIS	1013	Information Systems I	3
OFAD	1053	Business Math with Calculators	3
OFAD	1083	Word Processing I	3
OFAD	1133	Business English	3
OFAD	1203	Business Practices & Procedures	3
Subtotal			18

Second Semester:			
ACT	1103	Principles of Accounting I	3
OFAD	1093	Machine Transcription	3
OFAD	2053	Word Processing II	3
OFAD	1173	Legal Office Transcription and Procedures	3
Choose One:			
CIS	1203	Presentation Graphics/Desktop Publishing	
CIS	1903	Web Design/Front Page	3
Subtotal			15

Summer Semester:			
OFAD	2393	Office Support Internship	3
Total Credit Hours			36

**MEDICAL OFFICE
(Technical Certificate) (36 SSCH)**

First Semester:			Credit
ALH	1203	Medical Terminology	3
ALH	1303	Professional Medical Transcription	3
CIS	1013	Information Systems I	3
OFAD	1053	Business Math with Calculators	3
OFAD	1083	Word Processing I	3
OFAD	1133	Business English	3
Subtotal			18

Second Semester:			
ACT	1002	Basic Accounting	2
OFAD	1081	Medical Office Procedures	1

OFAD	1093	Machine Transcription	3
OFAD	1203	Business Practices & Procedures	3
OFAD	2053	Word Processing II	3

Choose One:

CIS	1203	Presentation Graphics/Desktop Publishing	
CIS	1903	Web Design/Front Page	3
		Subtotal	15

Summer Semester:

OFAD	2393	Office Support Internship	3
		Total Credit Hours	36

**OFFICE ADMINISTRATION
(Technical Certificate) (33 SSCH)**

First Semester:			Credit
CIS	1013	Information Systems I	3
OFAD	1053	Business Math with Calculators	3
OFAD	1083	Word Processing I	3
OFAD	1133	Business English	3
OFAD	1203	Business Practices & Procedures	3
		Subtotal	15

Second Semester:

ACT	1103	Principles of Accounting I	3
CIS	2013	Information Systems II	3
OFAD	1093	Machine Transcription	3
OFAD	2053	Word Processing II	3

Choose One:

CIS	1203	Presentation Graphics/Desktop Publishing	
CIS	1903	Web Design/Front Page	3
		Subtotal	15

Summer Semester:

OFAD	2393	Office Support Internship	3
		Total Credit Hours	33

SUPERVISORY MANAGEMENT

This certificate program is designed for those seeking employment in supervisory management. Students will acquire the basic business concepts necessary to be competent in a supervisory position while cultivating professional values, attitudes,

and behaviors appropriate for a career in supervisory management.

Some courses in this program may not transfer to all senior institutions. Students who plan to transfer to a senior institution are strongly advised to correspond with the institution to which they plan to transfer.

SUPERVISORY MANAGEMENT (Technical Certificate) (30 SSCH)

First Semester			Credit
BUS	1113	Introduction to Business	3
CIS	1013	Information Systems I	3
OFAD	1133	Business English	3
SUPM	1123	Introduction to Supervision	3
_____	_____	Structured Elective	3
Subtotal			15

Second Semester			
OFAD	1053	Business Math with Calculators	3
SUPM	1103	Management/Budgetary Accounting	3
SUPM	1183	Effective Communication	3
_____	_____	Structured Elective	3

Choose One:			
PSYC	1103	General Psychology	
PSYC	1123	Applied Psychology	3
Subtotal			15
Total Credit Hours			30

Certificate Electives (Select 2)			
ACT	1103	Principles of Accounting I	3
CIS	2013	Information Systems II	
OFAD	2073	Administrative Office Management	
SPAN	1103	Beginning Spanish I	
SPAN	1113	Beginning Spanish II	

