



Certificate-  
30 Credit  
Hours

| First Semester                              | Credits | SGE | Completed |
|---------------------------------------------|---------|-----|-----------|
| Financial Accounting (ACC 1043 or 1044)     | 3       | 050 |           |
| Computer Concepts & Applications (CIT 1003) | 3       | 070 |           |
| Human Relations in Business (MDM1033)       | 3       |     |           |
| Principles of Management (BUS2003)          | 3       |     |           |
| Introduction to Spreadsheets (CIT1204)      | 4       |     |           |
| Semester Total                              | 16      |     |           |

| Second Semester                     | Credits | SGE | Completed |
|-------------------------------------|---------|-----|-----------|
| Computerized Accounting (ACC 1033)  | 3       |     |           |
| Payroll Accounting (ACC 1023)       | 3       |     |           |
| Advanced Spreadsheets (CIT 1212)    | 2       |     |           |
| Introduction to Business (BUS 1093) | 3       | 070 |           |
| Business Communications (BUS 2013)  | 3       |     |           |
| Semester Total                      | 14      |     |           |

| Third Semester | Credits | SGE | Completed |
|----------------|---------|-----|-----------|
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|                |         |     |           |
| Semester Total |         |     |           |

| Fourth Semester | Credits | SGE | Completed |
|-----------------|---------|-----|-----------|
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\*Students placing into co-requisite course will also enroll in 2 credit hour supplemental course

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| Communications Elective Options<br>(SGE 020) |         |
|----------------------------------------------|---------|
| Course                                       | Credits |
| Public Speaking (COM 1203)                   | 3       |
| Interpersonal Communication (COM 1233)       | 3       |

| Mathematics & Statistics Elective Options<br>(SGE 030) |         |
|--------------------------------------------------------|---------|
| Course                                                 | Credits |
| College Algebra (MAT 1023)                             | 3       |
| Contemporary Mathematics (MAT 1123)                    | 3       |
| Analytical Geometry & Calculus I (MAT 1055)            | 5       |
| Calculus II (MAT 2025)                                 | 5       |
| Business Calculus (MAT 1153)                           | 3       |
| Plane Trigonometry (MAT 1093)                          | 3       |
| Elementary Statistics (MAT 1103)                       | 3       |

| Natural & Physical Sciences Bucket<br>(SGE 040)               |         |
|---------------------------------------------------------------|---------|
| Course                                                        | Credits |
| General Biology (BIO 1005)                                    | 5       |
| Chemistry for Non-Majors (PHS 1015)                           | 5       |
| Descriptive Astronomy (PHS 1085)                              | 5       |
| Physical Science (PHS 1005)                                   | 5       |
| Biology I (BIO 1115)                                          | 5       |
| Biology II (BIO 2125)                                         | 5       |
| Chemistry I for Majors (PHS 1025)                             | 5       |
| Chemistry II for Majors (PHS 1035)                            | 5       |
| College Physics I (PHS 1055)                                  | 5       |
| College Physics II (PHS 1065)                                 | 5       |
| Anatomy and Physiology (BIO 2045)                             | 5       |
| Anatomy and Physiology II (BIO 2064)                          | 5       |
| Microbiology (BIO 2055)                                       | 5       |
| Introduction to Organic Chemistry and Biochemistry (PHS 2075) | 5       |
| Organic Chemistry I (PHS 2035)                                | 5       |
| Organic Chemistry II (PHS 2045)                               | 5       |
| Engineering Physics I (PHS 2055)                              | 5       |
| Engineering Physics II (PHS 2065)                             | 5       |
| Environmental Biology (BIO 2035)                              | 5       |
|                                                               |         |

| Social & Behavioral Science Elective Options<br>(SGE 050) |         |
|-----------------------------------------------------------|---------|
| Course                                                    | Credits |
| World Regional Geography (GEO 2013)                       | 3       |
| Intro to Race & Ethnic Relations (SOC 2113)               | 3       |
| General Psychology (BEH 1003)                             | 3       |
| Developmental Psychology (BEH 2003)                       | 3       |
| Intro to Sociology (SOC 1003)                             | 3       |
| American Government (POL 1023)                            | 3       |
| Microeconomics (BUS 2023)                                 | 3       |
| Macroeconomics (BUS 2033)                                 | 3       |
| Social Problems (SOC 2023)                                | 3       |
| Introduction to Political Science (POL 1013)              | 3       |
| Financial Accounting (ACC 1043)                           | 3       |
| Introduction to Business (BUS 1093)                       | 3       |
| Personal Finance (BUS 1003)                               | 3       |

| Arts & Humanities Elective Options<br>(SGE 060) |         |
|-------------------------------------------------|---------|
| Course                                          | Credits |
| Art Appreciation (ART 1043)                     | 3       |
| Theatre Appreciation (THR 1023)                 | 3       |
| Music Appreciation (MUE 1303)                   | 3       |
| Ethics (PHI 1073)                               | 3       |
| World History I (HIS 1003)                      | 3       |
| World History II (HIS 1013)                     | 3       |
| U.S. History I (HIS 1023)                       | 3       |
| U.S. History II (HIS 1063)                      | 3       |
| Intro to Philosophy (PHI 2003)                  | 3       |
| Intro to Literature (ENG 1073)                  | 3       |
| Logic and Classical Reasoning (PHI 2073)        | 3       |
| Ceramics (ART 2023)                             | 3       |
| Painting I (ART 1033)                           | 3       |
| Creative Writing (ENG 2023)                     | 3       |
| Acting I (THR 1023)                             | 3       |
| Stagecraft (THR 1033)                           | 3       |
| Basic Drawing I (ART 1023)                      | 3       |
| Music Theory I (MUE 1093)                       | 3       |
| Intro to Mass Communications (COM 1033)         | 3       |
| New Testament History (REL 1013)                | 3       |

| Institutionally Designated Elective Options<br>(070) |         |
|------------------------------------------------------|---------|
| Course                                               | Credits |
| Personal Finance (BUS 1003)                          | 3       |
| Social Problems (SOC 2023)                           | 3       |
| Intro to Race & Ethnic Relations (SOC 2113)          | 3       |
| Computer Concepts & Applications (CIT 1003)          | 3       |
| World Religions (REL 1053)                           | 3       |
| Creative Writing (ENG 2023)                          | 3       |
| African American History (HIS 1163)                  | 3       |
| American Literature I (ENG 1083)                     | 3       |
| American Literature II (ENG 2113)                    | 3       |
| British Literature I (ENG 2123)                      | 3       |
| British Literature II (ENG 2133)                     | 3       |
| Introduction to Leadership (MDM 1303)                | 3       |
| Introduction to Business (BUS 1093)                  | 3       |
| Anthropology (SOC 1023)                              | 3       |
| Spanish I (FRL 1025)                                 | 5       |
| Spanish II (FRL 1035)                                | 5       |
| New Testament History (REL 1013)                     | 3       |
| World Religions (REL 1053)                           | 3       |
| Topics in Literature (ENG 2153)                      | 3       |
| Nutrition (BIO 2053)                                 | 3       |
| Personal and Community Health (HPR 1053)             | 3       |
| Drugs and Behavior (BEH 2043)                        | 3       |
| Introduction to Literature (ENG 1073)                | 3       |
| Introduction to Dramatic Literature (ENG 2043)       | 3       |

## Systemwide General Education (SGE) Key

|     |                              |           |
|-----|------------------------------|-----------|
| 010 | English                      | 6 hours   |
| 020 | Communications               | 3 hours   |
| 030 | Math & Statistics            | 3 hours   |
| 040 | Natural & Physical Science   | 4-5 hours |
| 050 | Social & Behavioral Sciences | 6 hours   |
| 060 | Arts & Humanities            | 6 hours   |
| 070 | ICC Designated               | 6 hours   |

## Advising Notes

- Students must pass English Composition I with a “C” or better to enter English Composition II
- Students must enroll in the co-requisite class for English Composition I or College Algebra if their test scores and high school GPA indicate the additional support would be beneficial to student success
- To be eligible to graduate students must have a 2.0 cumulative GPA