

OFFICE MANAGEMENT AREA OF EMPHASIS A.S.

University Parallel Major

Business and Technology

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- SPCH 1010 - Fundamentals of Speech

HUMANITIES/ OR FINE ARTS (9 credit hours)

At least one course must be in Literature

THREE OF THE FOLLOWING:

- ARTA 1030 - Art Appreciation
- MUSA 1030 - Music Appreciation
- THEA 1030 - Introduction to Theatre
- ENGL 2130 - Survey of American Literature
- ENGL 2230 - Survey of British Literature
- ENGL 2310 - Survey of World Literature I
- ENGL 2320 - Survey of World Literature II
- ENGL 2330 - Survey of World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics
- ECON 2020 - Microeconomics

HISTORY (6 credit hours)

OPTION 1: (taken in any order)

- HIST 1010 - Survey of Western Civilization I
- HIST 1020 - Survey of Western Civilization II

OR

OPTION 2: (taken in any order)

- HIST 1110 - Survey of World Civilization I
- HIST 1120 - Survey of World Civilization II

OR

OPTION 3:

Two of the following: (taken in any order)

- HIST 2010 - Survey of American History I
- HIST 2020 - Survey of American History II
- HIST 2030 - Tennessee History

MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics

NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Based Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Introduction to Physical Science

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- BUS 2410 - Business Statistics
- INFS 1010 - Computer Applications
- INFS 1250 - Spreadsheet Applications for Microcomputers
- General Electives 4 sem hrs cr (must be non-business courses)

Semester Hours Credit: 60