

Adult College Express (ACE)
Associate of Applied Science, Business Office Concentration
2017-2019

Fall Semester 2018

Credit Hours

Block 1 - Engl 1010 English Composition I	3
Block 2 -ADMN 1302 Keyboarding/Formatting I	3
Block 3 - INFS 1010 Computer Applications	3
BUSN 1305 Introduction to Business	

Spring Semester 2019

Block 1 - BUSN 1310 Business Communications	3
Block 2 - CITC 1306 Microsoft Word	3
Block 3 - SPCH 1010 Fundamentals of Speech	3

Summer Semester 2019

Block 1 - CITC 1307 Introduction to Spreadsheets	3
Block 2 - THEA 1030, MUSA 1030 or ART 1030 Humanities Course	3
Block 3 - BUSN 2330 Principles of Management	3
BUSN 2370 Legal Environment of Business	3

Fall Semester 2019

Block 1 - MATH 1010 3
Math for General Studies

Block 2 - CITC 1303 3
Database Concepts

Block 3 - ADMN 1308 3
Office Procedures

Spring Semester 2020

Block 1 - ECON 2010 3
Microeconomics

Block 2 - ACCT 1010 3
Accounting 1

Block 3 - BUSN 2380 3
Principles of Marketing

Summer Semester 2020

Block 1 - CITC 1300 3
Beginning HTML & CSS

Block 2 - BUSN 2375 3
Career Development

Block 3 - ADMN 2390 4
Capstone Experience