

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

Fall Semester 2018

Credit Hours

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|---|---|
| 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

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|--|---|
| Block 1 - BUSN 1310 Business Communications | 3 |
| Block 2 - CITC 1306 Microsoft Word | 3 |
| Block 3 - COMM 2025 Fundamentals of Speech | 3 |

Summer Semester 2019

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|---|---|
| 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 - BUSN 1320 3
Business Calculations

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 - BUSN 1350 3
Sales and Service

Block 2 - BUSN 2375 3
Career Development

Block 3 - ADMN 2390 4
Capstone Experience