



General Office Specialist Certificate (GE-1) Course of Study 2016-2017

First Semester I (Fall)				
Course ID	Course Name	T/B/G	Crds	Ck off
AOAP 1050	Computer Theory	B	1	
AOAP 1400	Word	T	3	
ENGL 1500	Composition I	G	3	
FYEX 1010	First Year Success Strategies	G	1	
MATH 1110	Mathematics for Business	G	3	
	* Keyboarding Elective	B	1	
	Total:		12	

Second Semester I (Spring)				
Course ID	Course Name	T/B/G	Crds	Ck off
AOAP 1250	Document Analysis and Editing	T	3	
BMCA 1400	Presentations and Publications	T	3	
	*Communication Elective	G	3	
	* English Elective	G	3	
	*Social/Behavioral Science Elective	G	3	
	Total:		15	

Summer Session I				
Course ID	Course Name	T/B/G	Crds	Ck off
BMCA 1200	Excel	T	3	
	*Natural Science Elective	G	3	
	Total:		6	

Curriculum Summary: General (G)/ Basic (B) = 21 Hours

Technical (T) = 12 Hours

Total Curriculum Hours= 33

Third Semester II (Fall)				
Course ID	Course Name	T/B/G	Crds	Ck off
	Total:		0	

Fourth Semester II (Spring)				
Course ID	Course Name	T/B/G	Crds	Ck off
	Total:		0	

Summer Session II				
Course ID	Course Name	T/B/G	Crds	Ck off
	Total:			

NOTE: Students must complete the computer literacy requirement in order to graduate which may be met through competency testing or completion of a program specific computer course. Refer to the degree audit and consult with the program advisor for the appropriate course(s) that meet the computer literacy requirement.

***ADDITIONAL INFORMATION ON REVERSE**

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Communication Electives		
COMM 1220	Interpersonal Communication	3
COMM 2610	Public Speaking	3

English Electives		
ENGL 2500	Composition II	3
ENGL 2800	Technical Writing	3

Keyboard Electives		
AOAP 1110	Office Keyboarding Skills	1
AOAP 1150	Keyboarding Skillbuilding	1

Natural Science Electives		
ASTR 1800	Introduction to Astronomy	3
BIOL 1010	Principles of Biology	3
BIOL 1070	Environmental Science	3
BIOL 1210	General Biology I	4
BIOL 1220	General Biology II	4
BIOL 1410	Botany	3
BIOL 1510	Zoology	3
BIOL 2010	General Microbiology	3
BIOL 2400	Anatomy & Physiology I	3
BIOL 2410	Anatomy & Physiology I Lab	1
BIOL 2420	Anatomy & Physiology II	3
BIOL 2430	Anatomy & Physiology II Lab	1
CHEM 1010	Chemistry I	3
CHEM 1020	Introduction to Organic and Biochemistry	3
CHEM 1210	General Chemistry I	4
CHEM 1220	General Chemistry II	4
GEOL 1350	Earth Science	3
GEOL 2010	Physical Geology	4
PHYS 1100	Introductory Physics	4
PHYS 2010	Physics I: Mechanics and Heat	4
PHYS 2020	Physics II: Modern Physics	4

Social & Behavioral Science Electives		
BUSM 1510	Microeconomics	3
BUSM 1520	Macroeconomics	3
GEOG 1610	U.S. Geography	3
GEOG 1710	World Regional Geography	3
HIST 1100	Western Civilization to 1492	3
HIST 1110	Western Civilization from 1492 to Present	3
HIST 1200	U.S. History I	3
HIST 1210	U.S. History II	3
POLS 1010	American National Government	3
PSYC 1010	Introduction to Psychology	3
PSYC 1100	Psychology of Gender	3
PSYC 2010	Abnormal Psychology	3
PSYC 2030	Child/Adolescent Psychology	3
PSYC 2080	Psychology of Personality	3
PSYC 2170	Social Psychology	3
PSYC 2310	Educational Psychology	3
SOCI 1010	Introduction to Sociology	3
SOCI 1500	Sociology of the Family	3
SOCI 2050	Deviant Behavior	3
SOCI 2060	Race and Ethnicity	3
SOCI 2180	Social Problems	3
WMST 1010	Introduction to Women's Studies	3