<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>CREDIT HOURS</th>
<th>TERM COMPLETED</th>
<th>GRADE</th>
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<tr>
<td><strong>Semester I (Fall)</strong></td>
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<tr>
<td>ADMN 1005  Word</td>
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<tr>
<td>BUSN 2330  Principles of Management</td>
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<tr>
<td>ENGL 1010  English Composition I</td>
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<td>HUM/FA(^1) Humanities/Fine Arts Elective</td>
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<td>SPCH 2100  Public Speaking</td>
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<td><strong>Semester II (Spring)</strong></td>
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<td>ADMN 2120  Document Design &amp; Editing</td>
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<td>ADMN 2621  Excel</td>
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<td>BUSN 2420  Customer Service</td>
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<td>ECON 2010  Macroeconomics</td>
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<td>WEB 1600  Web Design I: Introduction to Web Technology</td>
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<td><strong>Semester III (Fall)</strong></td>
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<td>ACCT 1010  Principles of Accounting I</td>
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<td>ADMN 2015  Office Integration</td>
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<td>ADMN 2340  Database &amp; Electronic Records</td>
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<td>ADMN 2450  Communication Media</td>
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<td>BUSN 1380  Supervisory Management</td>
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<td><strong>Semester IV (Spring)</strong></td>
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<td>ADMN 2010  Office Proficiency Assessment &amp; Certification</td>
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<td>ADMN 2302  Administrative Professional Technology Internship</td>
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<td>BUSN 2340  Human Resource Management</td>
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<td>BUSN 2510  Emerging Trends in Technology</td>
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<td>MATH 1530  Elementary Probability &amp; Statistics</td>
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<td><strong>Total Credit Hours Needed for Graduation:</strong></td>
<td><strong>60</strong></td>
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\(^1\)HUM/FA
See the list of General Education electives below.
2015-2016 General Education Electives for A.A.S. Degrees

Communication

- ENGL 1010 - English Composition I ♠★
- ENGL 1020 - English Composition II ♠★
- SPCH 2100 - Public Speaking ♠★

Humanities/Fine Arts

- ARTH 2010 - Survey of Art History I ♠★
- ARTH 2020 - Survey of Art History II ♠★
- ENGL 2110 - Early American Literature ♠★
- ENGL 2120 - Modern American Literature ♠★
- ENGL 2210 - British Literature: 650-1784 ♠★
- ENGL 2220 - British Literature: 1785-Present ♠★
- ENGL 2310 - World Literature: 2500 BCE-1650 ♠★
- ENGL 2320 - World Literature: 1650-Present ♠★
- ENGL 2331 - African-American Literature ♠★
- ENGL 2510 - Introduction to Poetry ♠★
- ENGL 2520 - Introduction to Drama ♠★
- ENGL 2530 - Introduction to Fiction ♠★
- ENGL 2810 - Introduction to Film Studies ♠★
- MUS 1030 - Music Appreciation ♠★
- PHIL 1030 - Introduction to Philosophy ♠★
- PHIL 1500 - Philosophy & Film ♠★
- PHIL 2010 - Survey of World Religions ♠★
- PHIL 2400 - Introduction to Ethics ♠★
- PHO 1200 - History of Photography ♠★
- THEA 1030 - Introduction to Theatre ♠★

Mathematics

- MATH 1010 - Survey of Mathematics ♠★
- MATH 1130 - College Algebra ♠★
- MATH 1530 - Elementary Probability & Statistics ♠★
- MATH 1630 - Finite Mathematics ♠★
- MATH 1710 - Precalculus Algebra ♠★
- MATH 1720 - Precalculus Trigonometry ♠★
- MATH 1730 - Precalculus ♠★
- MATH 1830 - Basic Calculus & Modeling ♠★
- MATH 1910 - Calculus I ♠★

Natural Sciences

- BIOL 1110 - General Biology I ♠★
- BIOL 1120 - General Biology II ♠★
- BIOL 1310 - Concepts of Biology ♠★
- BIOL 2010 - Human Anatomy & Physiology I ♠★
- BIOL 2020 - Human Anatomy & Physiology II ♠★
- BOT 1010 - Fundamentals of Botany I ♠★
- BOT 1020 - Fundamentals of Botany II ♠★
- CHEM 1010 - Principles of Chemistry ♠★
- CHEM 1020 - Basic Organic & Biochemistry ♠★
- CHEM 1110 - General Chemistry I ♠★
- CHEM 1120 - General Chemistry II ♠★
- CHEM 1310 - Concepts of Chemistry ♠★
- GEOL 1040 - Physical Geology ♠★
- GEOL 1050 - Historical Geology ♠★
- GEOL 1300 - The Environment W/Lab ♠★
- GEOL 1310 - Concepts of Earth Science ♠★
- PHYS 1300 - Concepts of Physics ♠★
- PHYS 2010 - Noncalculus Based Physics I ♠★
- PHYS 2020 - Noncalculus Based Physics II ♠★
- PHYS 2110 - Calculus Based Physics I ♠★
- PHYS 2120 - Calculus Based Physics II ♠★

Social/Behavioral Sciences

- ANT 1300 - Cultural Anthropology ♠★
- ECON 2010 - Macroeconomics ♠★
- ECON 2020 - Microeconomics ♠★
- GEOG 1000 - Introduction to Geography ♠★
- HIST 2040 - African-American Studies ♠★
- PHED 1100 - Concepts of Wellness ♠★
- POLS 1020 - Introduction to Political Science ♠★
- POLS 1030 - American Government ♠★
- PSYC 1030 - General Psychology ♠★
- PSYC 2100 - Psychology of Human Development ♠★
- PSYC 2130 - Lifespan Psychology ♠★
- SOCI 1010 - Introduction to Sociology ♠★
- SOCI 1020 - Social Problems ♠★
- WMN 2200 - Women in Society ♠★

♦ This is a General Education course transferable within the Tennessee Board of Regents system.
Courses from the list of History electives will not meet the General Education Elective requirement for Career Programs.

★ This course is directly equivalent to a course at the University of Tennessee, Knoxville.