

BULLETIN 2006 – 2008  
**MAJOR IN BUSINESS ADMINISTRATION**  
**with concentration in**  
**OFFICE SYSTEMS MANAGEMENT**  
**122 CREDIT HOURS**

**FRESHMAN YEAR**

<i>First Semester</i>		<i>Sem. Hrs.</i>	<i>Second Semester</i>		<i>Sem. Hrs.</i>
ORI 101	Survival Skills	1	ENG 102	Composition II <sup>1</sup>	3
ENG 101	Composition I <sup>1</sup>	3	MTH 120	Calculus and its Applications <sup>1,2</sup>	3
MTH 112	Pre-Calculus Algebra <sup>1,2</sup>	3		Science Elective	3
	Science Elective	3		Science Elective Lab	1
	Science Elective Lab	1		History Elective	3
	Fine Arts Elective	3	ENG	Literature Sequence I	<u>3</u>
	Physical Education <sup>3</sup>	<u>2</u>			16
		16			

**SOPHOMORE YEAR**

<i>First Semester</i>		<i>Sem. Hrs.</i>	<i>Second Semester</i>		<i>Sem. Hrs.</i>
ECO 231	Principles of Macroeconomics	3	ECO 232	Principles of Microeconomics	3
ACC 203	Introduction to Accounting I	3	ACC 204	Introduction to Accounting II	3
OSM 215	Business Mathematics	3	ENG 205	General Speech	3
ENG	Literature Sequence II	3	MGT 207	Legal Environment and Ethics	3
	Social Science Elective	<u>3</u>	MIS	Computer Appls. In Business	<u>3</u>
		15			15

**JUNIOR YEAR**

<i>First Semester</i>		<i>Sem. Hrs.</i>	<i>Second Semester</i>		<i>Sem. Hrs.</i>
OSM 202	Word Processing	3	OSM 302	Desktop Publish & Info Tech	3
ECO 271	Business Statistics I	3	OSM 309	Records Management	3
OSM 310	Business Communication	3	MKT 315	Principles of Marketing	3
MIS 315	Management Information Systems	3	FIN 315	Principles of Finance	3
MGT 315	Principles of Management	<u>3</u>	OSM 204	Office Procedures	<u>3</u>
		15			15

**SENIOR YEAR**

<i>First Semester</i>		<i>Sem. Hrs.</i>	<i>Second Semester</i>		<i>Sem. Hrs.</i>
OSM 315	Professional Writing	3	OSM 312	Office Management	3
MGT 413	Production Operations Management	3	MKT 464	International Marketing	3
MGT 442	Strategic Management and Policy	3	OSM 406	Office Internship	3
	Free Elective <sup>4</sup>	3		Free Elective <sup>4</sup>	3
	Free Elective <sup>4</sup>	<u>3</u>		Free Elective <sup>4</sup>	<u>3</u>
		15			15

1 Must earn a grade of 'C' or better.

2 Students may demonstrate their competency in algebra at the MTH 112, grade 'C' level, and satisfy the University General Education and School of Business math requirements by passing MTH 120 or MTH 125 or higher calculus with a grade of 'A' or 'B.'

3 Health or Military Science may be taken instead of Physical Education.

4 At least 3 hours of electives outside of School of Business.