

Critical requirements are boldface in shaded areas

Course Subject and Title	Credit Hours	Min. Grade	Important Notes
Prerequisite to Major: [18-27 Credit Hours]			
Accredited certificate	18-27		Credit hours awarded are based on Council for Adult and Experiential Learning (CAEL) ration of 1 vocational credit to 30 clock hours; documentation of certification must be presented to campus prior to enrollment into the major
Semester One: [13-16 Credit Hours]			
BMRT 11000 Introduction to Business	3		
COMT 11000 Introduction to Computer Systems	3		
ENG 11011 College Writing I	3		
US 10097 Destination Kent State: FYE	1		Not required of transfer students with 25 credits
General Elective	3		
Business Technology Elective	0-3		See note below
Semester Two: [13-16 Credit Hours]			
BMRT 11009 Introduction to Management Technology	3		
ACTT 11000 Accounting I-Financial	4		
COMM 15000 Introduction to Human Communication	3		
COMT 12000 Personal Productivity Software	3		
Business Technology Elective	0-3		See note below
Semester Three: [13-16 Credit Hours]			
ACTT 11001 Accounting II: Managerial	4		
BMRT 21006 Human Resource Management	3		
ENG 20002 Introduction to Technical Writing	3		
MATH 11010 Algebra for Calculus	3		
Business Technology Elective	0-3		See note below

Graduation Requirements Summary

Minimum Total Hours	Minimum	
	Major GPA	Overall GPA
66	2.0	2.0

Note: This degree program allows for maximum 27 credit hours awarded on the basis of the student's accredited certification. If 27 credit hours are not awarded, the student is required to take additional business technology courses (electives) as necessary to meet total degree requirement of 66 hours.