Name: \_\_\_\_\_\_\_\_\_ Student ID #:

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| **------------------------------------------------GENERAL EDUCATION REQUIREMENTS---------------------------------** |  |
| **ENG 1050** Comp I \_\_\_/\_\_\_\_\_\_\_\_\_\_\_ □ and   **ENG** **1060** Comp II\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ □ | 6 |
| **FINE ARTS** (Choose 1 from this list) \_\_\_/\_\_\_\_\_\_\_\_: ART 1450 □, ART 2050 □, ART 2080 □, ART 2090 □,  THE 2500 □, MUS 1020 □, MUS 1040 □, MUS 1060 □, MUS 1210 □, MUS 2940 □, MUS 2980 □, MCM 2500 □ | 3 |
| **Literature** (Completion of ENG 1050 and 1060 with a 2.0 is prerequisite for these courses. Choose 1 from this list) \_\_\_/\_\_\_\_\_\_\_\_\_\_\_: ENG 2010 □, ENG 2020 □, ENG 2030 □, ENG 2050 □, ENG 2060 □, ENG 2080 □, ENG 2090 □, ENG 2100 □, ENG 2180 □, ENG 2190 □, ENG (AIS) 2200 □, ENG 2230 □, ENG 2240 □,  ENG (AIS) 2410 □, ENG 2470 □, or ENG 2480 □ | 3 |
| **History** (Choose 1 from this list) \_\_\_/\_\_\_\_\_\_\_\_\_\_\_: HST 1010 □, HST 1020 □, HST 1030 □, HST (AIS) 1100 □,  HST (AIS) 1110 □, HST 1140 □, or HST 1150 □ | 3 |
| **Philosophy and Religion** (Choose 1 from this list) \_\_\_/\_\_\_\_\_\_\_\_\_\_\_: PHI 1000 □, PHI 1010 □,  PHI 2040 □, PHI 2070 □, REL 1080 □, or REL 1300 | 3 |
| **ECN 2030** Prin. of Macroeconomics\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ □ **SOC 1020** Introduction to Sociology\_\_\_/\_\_\_\_\_\_\_\_\_\_\_□ | 6 |
| **Other SOCIAL SCIENCE** \_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_□ (Choose one course from one of the areas listed):  **(1)Geography:** GGY 1010, GGY 1020, GGY 2000, or GGY (ECN) 2060  **(2)Political Science:** PLS 1000 or PLS 1010  **(3)Psychology:** PSY 1010 | 3 |
| **Natural Science** \_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_□ \_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_□  (Choose one course from each of two of the four areas listed. Students selecting Physical Science 1100 must select the other course from either Biology/Env. Science or Earth Science.):  **(1)Biology and Environmental Science:** BIO 1000, BIO 1030, BIO 1060, BIO 2110, BIO 2120, or ENV 1100  **(2)Chemistry:** CHM 1300 or CHM 1400  **(3)Earth Science:** GLY (GGY) 1150 or GLY (GGY, PHS) 2460  **(4)Physical Science:** PHS 1100, PHS 1560, PHY 1000, PHY 1500, or PHY 2000 | 6 |
| **MAT** **1070** College Algebra \_\_\_/\_\_\_\_\_\_\_\_\_\_\_□ | 3 |
| **PHYSICAL EDUCATION** \_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ □ \_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ □  (Choose 2 of the following courses:) PED 1300, PED 1310, PED 1320, PED 1330, PED 1340, PED 1350, PED 1360, PED 1370,  PED 1380, PED 1390, PED 1410, PED 1450, PED 1460 , PED 1770, PED 1790, PED (MSC) 1800,  PED (THE) 1810, PED (THE) 1820, PED 1900, PED 1910, or PED 1950 | 2 |
| **MAT 2100** Intro to Statistics\_\_\_/\_\_\_\_\_\_\_\_\_\_\_□ | 3 |
| **OTHER General Education Elective** \_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ □  (Choose **one (1)** additional course from the GENERAL EDUCATION ELECTIVES LIST. These two courses must be from different divisions except for the foreign language option. Students who take SPE 1020 for Basic Skills take 3 hours of electives, which may not be SPE 2000 or SPE 2010.) | 3 |
| **TOTAL GENERAL EDUCATION CREDIT HOURS** | **44** |
| ---------------------------**BIS: APPLIED PROFESSIONAL STUDIES CORE REQUIREMENTS**--------------------- |  |
| **DSC 2090** Sprdsht and Database Mgt\_\_\_/\_\_\_\_\_\_\_\_\_\_\_□,  **ECN 2020** Prin. of Microeconomics\_\_\_/\_\_\_\_\_\_\_\_\_\_\_□,  **ENG 3580** Professional Writing or **MGT 3030** Bus. Communications\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ □,  **FIN 2400** Foundations of Finance\_\_\_/\_\_\_\_\_\_\_\_\_\_\_□, **MGT 3060** Organization & Management\_\_\_/\_\_\_\_\_\_\_\_\_ □,  **MKT 3120** Principles of Marketing\_\_\_\_/\_\_\_\_\_\_\_\_\_\_□, **SOC 3000** Sociological Writing/Rhetoric\_\_\_\_/\_\_\_\_\_\_□, **SOC 4250** Organizations in Society\_\_\_/\_\_\_\_\_\_\_\_\_\_ □  WD course, WE course, WE course  ICC requirement | **24** |
| **-----------------------------BIS: APS: OFFICE ADMINISTRATION TRACK REQUIREMENTS---------------------** |  |
| **MCM 2100** Intro to Mass Comm.\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ □, **MCM 2400** Writing for the Media\_\_\_\_/\_\_\_\_\_\_\_\_\_□,  **MGT 3090** Organizational Leadership \_\_\_/\_\_\_\_\_\_\_\_□  **AND two (2) courses from the following list**: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_□ \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_□  **MGT 4080** Human Resource Mgt.; **PRE 2200** Intro to Public Relations; **PRE** **3500** Organizational Communications; **SOC 4400** Conflict Management | **15** |
| **ELECTIVES**  [Students entering the BIS Program with an Associate of Applied Science or Associate of Applied Arts from a regionally accredited two-year institution may receive up to 30 hours transfer credit towards Electives upon verification of such degree.] | **37** |
| **TOTAL CREDIT HOURS** | **120** |

**GENERAL ADVISEMENT:** Students must average 2.0 QPA overall in CORE & TRACK courses.  See catalog for other QPA requirements. You are NOT required to earn a “C” or better in each of your CORE & TRACK courses, but a "C" or better would certainly make you more desirable to future employers and graduate programs.  You could receive a "D" in a single CORE or TRACK course and conceivably have sufficiently high grades in your other CORE & TRACK courses to bring your overall QPA up to 2.0 or higher.

Students should generally plan on completing their General Education Requirements prior to pursing either CORE or TRACK Requirements—some of these are prerequisites for upper level courses. Students should also plan on completing lower level courses prior to pursing upper level courses (proceeding from the 1000 and 2000 level, through the 3000 level, to the 4000 level).

**Attention:** For students who entered under the 2011-2012 or later catalogs, the new Quality Enhancement Writing Plan will apply. As a requirement for graduation, students must complete nine semester credit hours of Writing Enriched (WE) and Writing in the Discipline (WD) courses. One course must be a Writing in the Discipline (WD) course. Some WE courses may count as your general education requirements. Some WD courses may satisfy some CORE or TRACK course requirements. Course sections must be labeled WE or WD in BraveWeb or they will not fulfill this requirement. \_\_\_\_\_\_\_\_\_\_₪\_\_\_\_\_\_\_\_\_

The BIS in Applied Professional Studies along the Office Administration Track is available on the UNCP Main Campus in Pembroke, NC, and Online.