

Office Management Academic Map

Department of Business Communication and Entrepreneurship

Middle Tennessee State University • Murfreesboro



An academic map is a suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in four years. **Missing milestones could delay your program.**

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current undergraduate catalog (catalog.mtsu.edu) for a complete list of requirements and electives. *Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact the department and/or program area for current information.*

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in four years (see back). NOTE: Learning Support courses will alter the sequences on this map.

Suggested Fall/Spring Four-Year Schedule with Business Administration Minor

FRESHMAN FALL			FRESHMAN SPRING		
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
ENGL 1010 (Comm)	3		ENGL 1020 (Comm)	3	
MATH 1630 or 1810 (Math)	3		Soc/Beh Sci	3	
Nat Sci (Rubric 1)	4		Nat Sci (Rubric 2)	4	
Hum/FA (Rubric 1)	3		Hum/FA (Rubric 2)	3	
BCEN 2320	3		BCEN 2330	3	Prereq: BCEN 2320 recommended
SUBTOTAL	16		SUBTOTAL	16	
SOPHOMORE FALL			SOPHOMORE SPRING		
ENGL 2020, ENGL 2030, or HUM 2610 (Hum/FA)	3		COMM 2200 (Comm)	3	
ECON 2410* (Soc/Beh Sci)	3		ECON 2420*	3	
HIST 2010, HIST 2020, or HIST 2030	3		HIST 2010, HIST 2020, or HIST 2030	3	
ACTG 2110*	3	Prereq: College-level math; ENGL 1010	ACTG 2120	3	Prereq: ACTG 2110
BCEN 2340	3	Prereq: BCEN 2330	QM 2610*	3	Prereq: MATH 1630 or 1810
SUBTOTAL	15		SUBTOTAL	15	
*2.25 GPA in these courses for admission to Jones College of Business			2.25 GPA overall required for admission to Jones College of Business		
JUNIOR FALL			JUNIOR SPRING		
BCEN 3510	3		BCEN 4510§	3	Prereq: BCEN 3510 rec.
QM 3620	3	Prereq: QM 2610	MKT 3820	3	
MGMT 3610	3		MGMT 3620	3	Prereq: QM 2610
BLAW 3400	3		INFS 3100	3	
BCEN 3010§	3		FIN 3010	3	Prereq: ACTG 2120 and QM 2610
SUBTOTAL	15		SUBTOTAL	15	
SENIOR FALL			SENIOR SPRING		
BCEN 4660§	3	Prereq: BCEN 3510 rec.; offered fall only	BCEN (approved elective)§	3	
BCEN 4350§	3	Offered fall only	BCEN 4640§	3	Prereq: BCEN 3010 rec.; off. spring only
Nonbusiness elective	3		BCEN (approved elective)§	3	
Nonbusiness elective	3		Nonbusiness elective	1	
BCEN 4810§	3	POD required	BUAD 4980§	3	Taken last semester
SUBTOTAL	15		SUBTOTAL	13	
§Admission required			§Admission required		
TOTAL HOURS IN PROGRAM: 120					

Suggested Summer/Fall/Spring Four-Year Schedule with Business Administration Minor

Refer to www.mtsu.edu/scholarships/ for information regarding use of the Lottery Scholarship for the summer term.

FRESHMAN SUMMER					
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
ENGL 1010 (Comm)	3		Hum/FA (Rubric 1)	3	
SUBTOTAL	3		SUBTOTAL	3	
FRESHMAN FALL			FRESHMAN SPRING		
ENGL 1020 (Comm)	3		Hum/FA (Rubric 2)	3	
MATH 1630 or 1810 (Math)	3		ECON 2410* (Soc/Beh Sci)	3	
Nat Sci (Rubric 1)	4		Nat Sci (Rubric 2)	4	
COMM 2200 (Comm)	3		ENGL 2020, ENGL 2030, or HUM 2610 (Hum/FA)	3	
SUBTOTAL	13		SUBTOTAL	13	
SOPHOMORE SUMMER					
BCEN 2320	3		ECON 2420*	3	
SUBTOTAL	3		SUBTOTAL	3	
SOPHOMORE FALL			SOPHOMORE SPRING		
HIST 2010, HIST 2020, or HIST 2030	3		HIST 2010, HIST 2020, or HIST 2030	3	
ACTG 2110*	3	Prereq: College-level math; ENGL 1010	ACTG 2120	3	Prereq: ACTG 2110
BCEN 2330	3	Prereq: BCEN 2320 recommended	BCEN 2340	3	Prereq: BCEN 2330
Soc/Beh Sci	3		QM 2610*	3	Prereq: MATH 1630 or 1810
SUBTOTAL	12		SUBTOTAL	12	
*2.25 GPA in these courses for admission to Jones College of Business			2.25 GPA overall required for admission to Jones College of Business		
JUNIOR SUMMER					
BCEN 3510	3		MGMT 3610	3	
SUBTOTAL	3		SUBTOTAL	3	
JUNIOR FALL			JUNIOR SPRING		
QM 3620	3	Prereq: QM 2610	MKT 3820	3	
Nonbusiness elective	3		MGMT 3620	3	Prereq: QM 2610
BCEN 3010§	3		FIN 3010	3	Prereq: ACTG 2120 and QM 2610
BLAW 3400	3		INFS 3100	3	
SUBTOTAL	12		SUBTOTAL	12	
SENIOR SUMMER					
BCEN 4810§	3	POD required			
SUBTOTAL	3				
SENIOR FALL			SENIOR SPRING		
BCEN 4660§	3	Prereq: BCEN 3510 rec.; offered fall only	BCEN (approved elective)§	3	
BCEN 4350§	3	Offered fall only	BCEN (approved elective)§	3	
Nonbusiness elective	1		BCEN 4640§	3	Prereq: BCEN 3010 rec.; off. spring only
Nonbusiness elective	3		BUAD 4980§	3	Taken last semester
BCEN 4510§	3	Prereq: BCEN 3510 recommended			
SUBTOTAL	13		SUBTOTAL	12	
§Admission required			§Admission required		
TOTAL HOURS IN PROGRAM: 120					

In addition to the courses listed on this map, students must meet specific GPA and residency requirements.

See Undergraduate Degree Requirements at catalog.mtsu.edu for specific information.

MTSU is an AA/EEO employer; created using the 2013-14 undergraduate catalog