

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					
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					
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	12	
SUBTOTAL	13		§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.