

# BUSINESS MANAGEMENT

## Associate in Applied Science (AAS)

**Program Code: 10-102-3**

**Total Credits: 65-66**

Mid-State's Business Management program provides a broad business background that prepares individuals to work in middle management or run a business. Students develop general technical and interpersonal skills related to management, finance, operations, customer service management, ethics, and much more. Guest speakers, field trips, business tours, and professional organization presentations are combined with hands-on simulations.

To learn more about this program, visit [mstc.edu/programs](https://mstc.edu/programs).

### ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit [mstc.edu/advising](https://mstc.edu/advising).

### NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at [mstc.edu/apply](https://mstc.edu/apply).
- Send official transcripts to:  
Mid-State Technical College  
Student Services  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](https://fafsa.gov). Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at [mstc.edu/financial-aid](https://mstc.edu/financial-aid).
- Set up student MyCampus account at [mstc.edu/mycampus-assistance](https://mstc.edu/mycampus-assistance).
- Schedule a New Student Advising appointment at [mstc.edu/advising](https://mstc.edu/advising).

[mstc.edu](https://mstc.edu) • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

## CAREER PATHWAY



**Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.**

**Begin at any point.**

### **Prior Learning**

#### **Credit for Prior Learning**

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at [mstc.edu/cpl](https://mstc.edu/cpl).

### **High School Credit**

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at [mstc.edu/dc](https://mstc.edu/dc).

### **Certificate**

- Business Communications Foundations (9 Credits)
- Business Legal Foundations (6 Credits)
- Business Office Foundations (6 Credits)
- Foundations of Business Administration (9 Credits)
- Human Resources Foundations (6 Credits)
- Leadership Foundations (6 Credits)

### **Technical Diploma**

- Customer Relationship Professional (13 Credits)  
Start Your Career: Account Representative, Call Center Agent, Client Services Specialist, Customer Service Representative
- Entrepreneur (17 Credits)  
Start Your Career: Business Owner, Entrepreneur, Founder/CEO
- Human Resources Assistant (33 Credits)  
Start Your Career: HR Generalist, HR Recruitment Coordinator, Job Analyst
- Office Support Specialist (33 Credits)  
Start Your Career: Administrative Assistant, Office Assistant, Office Support Specialist, Program Assistant, Secretary

### **Associate Degree**

- Business Management (65-66 Credits)  
Start Your Career: Account Executive, Department Supervisor, Office Manager, Production Supervisor, Store Leader

### **Bachelor's Degree**

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit [mstc.edu/transfer](https://mstc.edu/transfer).

### **Other Options**

Related Programs: Human Resources, Project Management, Leadership Development

## OUTCOMES

Employers will expect you, as a Business Management graduate, to be able to:

- Plan the operations of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Control business processes.

## TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum placement scores.

### College Reading and Writing 1

**10831104**

**3 credits**

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

### Pre-Algebra

**10834109**

**3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

## MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**  
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**  
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM\_1)**  
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM\_2)**  
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS\_1)**  
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS\_2)**  
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

*Past high school and college transcripts are used in making course placement decisions.*

## SAMPLE FULL-TIME CURRICULUM OPTION

### Business Management • 65-66 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10196190 or 10102138	Leadership Development or Organizational Behavior	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101140 or 10102178	Accounting 1 or Personal Finance	Yes	3
	10102230	Business Communities	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10106190	Professional Business Skills	Yes	3
	10196189	Team Building & Problem Solving	No	3

Term 16-17 Credits	Course Number	Course Name	CPL	Credits
	10102110	Employment Law	No	3
	10102233	Negotiation Skills	No	1
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3	

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10102104	Business Law	Yes	3
	10102160	Business Decision Making	No	3
	10102232	Entrepreneurial Foundations	Yes	1
	10196192	Managing for Quality	No	3
	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3
	10809195	Economics	Yes	3

#### Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit [mstc.edu/cpl](https://mstc.edu/cpl) or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/schedule](https://mstc.edu/schedule).
- Get the latest updates online at [mstc.edu](https://mstc.edu).

## SAMPLE PART-TIME CURRICULUM OPTION

Business Management • 65-66 Total Credits

<b>Term</b>	<b>Course Number</b>	<b>Course Name</b>	<b>CPL</b>	<b>Credits</b>
<b>8 Credits</b>	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10801196	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1
<b>9 Credits</b>	10106106	Quality Customer Service	Yes	3
	10196190 or 10102138	Leadership Development or Organizational Behavior	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
<b>7 Credits</b>	10101140 or 10102178	Accounting 1 or Personal Finance	Yes	3
	10102230	Business Communities	No	1
	10196189	Team Building & Problem Solving	No	3
<b>9 Credits</b>	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10106190	Professional Business Skills	Yes	3
<b>7 Credits</b>	10102110	Employment Law	No	3
	10102233	Negotiation Skills	No	1
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3
<b>9-10 Credits</b>	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
<b>9 Credits</b>	10102104	Business Law	Yes	3
	10196192	Managing for Quality	No	3
	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3
<b>7 Credits</b>	10102160	Business Decision Making	No	3
	10102232	Entrepreneurial Foundations	Yes	1
	10809195	Economics	Yes	3

## **Accounting 1**

**10101140**

**3 credits**

A beginning course designed especially for majors or those who need a strong foundation in accounting principles.

Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets.

## **Business Communities**

**10102230**

**1 credit**

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

## **Business Decision Making**

**10102160**

**3 credits**

Develops skill to enable students to make individual decisions and participate in and facilitate group decisions in pursuit of the goals and objectives of an organization. Students analyze decision-making environments; employ a systematic decision-making process; use creative and analytic thinking tools for information gathering and analysis; employ ethical and social standards; contribute in group decision-making; and facilitate the group decision-making process.

*Prerequisites: Nine core credits from a 102, 103, 109, 196, or 623 program code*

## **Business Law**

**10102104**

**3 credits**

Introduces the basic foundation of laws and regulatory systems applicable to the business environment. Students examine the UCC, contract torts, agency law, and business and cybercrime. Students apply business legal theory in conjunction with ethical decision making through practical application.

## **Business Networking**

**10102231**

**1 credit**

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

## **College Mathematics**

**10804107**

**3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

*Prerequisite: High School GPA of 2.6 and MMM\_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better*

## **Developmental Psychology**

**10809188**

**3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## **Economics**

**10809195**

**3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## **Employment Law**

**10102110**

**3 credits**

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

**English Composition 1**

**10801136**

**3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

*Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better*

**Entrepreneurial Foundations**

**10102232**

**1 credit**

Learners study entrepreneurial practices by exploring components of a startup business plan. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/services, management, and operations plans for a small business of their choice.

**GPS for Student Success**

**10890102**

**1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

**Human Resource Management**

**10196193**

**3 credits**

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.

**Intermediate Algebra with Applications**

**10804118**

**4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: High School GPA of 2.6 and MMM\_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.*

**Introduction to American Government**

**10809122**

**3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

**Introduction to Business**

**10102101**

**3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

**Introduction to Diversity Studies**

**10809172**

**3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

**Introduction to Psychology**

**10809198**

**3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

**Introduction to Sociology**

**10809196**

**3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## **Introductory Statistics**

**10804189**

**3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: High School GPA of 2.6 and MMM\_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better*

## **Leadership Development**

**10196190**

**3 credits**

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

## **Managing for Quality**

**10196192**

**3 credits**

Apply skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities.

## **Marketing Principles**

**10104102**

**3 credits**

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

## **Microsoft Office-Introduction**

**10103106**

**3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

## **Negotiation Skills**

**10102233**

**1 credit**

This course explores the principles, strategies, and practical applications of negotiation in a variety of contexts, from business transactions to interpersonal relationships.

Learners will gain the confidence and expertise required to navigate complex negotiations successfully.

## **Oral/Interpersonal Communication**

**10801196**

**3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better*

## **Organizational Behavior**

**10102138**

**3 credits**

This course assists the learner in becoming a more effective co-worker, team member and organizational citizen through an understanding of the key principles of how people behave within organizations and in turn, predict and influence future behavior. As a result, the learner will analyze organizational structures, assess organizational culture, analyze leadership types and styles, apply conflict resolution strategies, explore power relationships, implement change management techniques, demonstrate effective team management and describe the ingredients of diversity as these aspects are related to people's behavior in organizations.

## **Professional Business Skills**

**10106190**

**3 credits**

This course introduces critical technology and organizational skills for the modern workplace. Participants will learn calendar management and meeting scheduling, virtual and in-person meeting hosting, document formatting and filing, and presentation layout and design using industry-standard applications. This course emphasizes practical applications to ensure participants can immediately apply their acquired skills in real-world scenarios.

## **Personal Finance**

**10102178**

**3 credits**

This course examines personal financial planning topics and best practices. Areas covered include financial record keeping, budgeting, consumer credit, investing, purchasing real estate, insurance, tax planning, retirement planning, and estate planning. Using financial tools, the student will learn how to develop and use a personal financial plan based on their own unique situation.

**Quality Customer Service**

**10106106**

**3 credits**

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

**Speech**

**10801198**

**3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better*

**Supervision**

**10196191**

**3 credits**

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

**Team Building & Problem Solving**

**10196189**

**3 credits**

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

**Written Communication**

**10801195**

**3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

*Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better*