

BUS – BUSINESS COMPUTERS CONCENTRATION

AAS

Guided Pathway/Map

NOTE: The Guided Pathway below contain all the coursework required for degree/certificate completion. However, courses may be offered or taken in other semesters as long as prerequisites are met. Courses may be available days, nights, hybrid, and online.

BUS100	Introduction to Business	3
CIS146	Microcomputer Applications	3
ENG101	English Composition I	3
OAD103	Intermediate Keyboarding	3
ORI 101/OR105	College Orientation	1-3
		Semester 1 Total: 13-15
BUS241	Principles of Accounting I	3
BUS146	Personal Finance	3
BUS275	Principles of Management	3
OAD104	Advanced Keyboarding	3
		Semester 2 Total: 12
ACT246	Microcomputer Accounting	3
OAD125	Word Processing	3
Humanities/Fine Arts	ART100 – Art Appreciation MUS101 – Music Appreciation PHL206 – Ethics and Society	3
SPH106/107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3
MTH/SCI elective	BIO103 – Principles of Biology MTH100 – Intermediate College Algebra PHS111 – Physical Science I	3 - 4
		Semester 3 Total: 15-16
ACT249	Payroll Accounting	3
BUS215	Business Communications	3
CIS113	Spreadsheet Software Applications	3
BUS245	Accounting with Quickbooks	3
		Semester 4 Total: 12
BUS242	Principles of Accounting II	3
CIS208	Web Authoring Software	3
ECO231/232	Principles of Macroeconomics or Principles of Microeconomics	3
MTH116	Mathematical Applications	3
ORI104	Workkeys Assessment and Advisement	1
		Semester 5 Total: 13
		Program Total: 65-68