**BUSINESS COMPUTER APPLICATIONS**

**Guided Pathway/Map**

**NOTE:** The Guided Pathway below contains 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.

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|  | **Course #** | **Course Name** | **Semester Hours** |
| **Semester 1** | ENG 101 | English Composition I | 3 |
|  | BUS 100 | Intro to Business | 3 |
|  | CIS 146 | Microcomputer Applications | 3 |
|  | OAD 103 | Intermediate Keyboarding | 3 |
|  | ORI 101 or ORI 105 | College Orientation | 1 or 3 |
|  |  |  | Semester 1 Total: 13-15 |
| **Semester 2** | BUS 146 | Personal Finance | 3 |
|  | BUS 241 | Principles of Accounting I | 3 |
|  | BUS 275 | Principles of Management | 3 |
|  | OAD 104 | Advanced Keyboarding | 3 |
|  |  |  | Semester 2 Total: 12 |
| **Semester 3** | Science/Math | ***Choose one:***  AREA III: Science/Math Elective | 3-4 |
|  | ACT 246 | Microcomputing Accounting | 3 |
|  | OAD 215 | Word Processing | 3 |
|  | SPH 106 or SPH 107 | Fundamentals of Oral Communication OR Fundamentals of Public Speaking |  |
|  |  | ***Choose one:***  AREA II: Humanities/Fine Arts Elective | 3 |
|  |  |  | Semester 3 Total: 15-16 |
| **Semester 4** | BUS 215 | Business Communications | 3 |
|  | ACT 249 | Payroll Accounting | 3 |
|  | CIS 113 | Spreadsheet Software Application | 3 |
|  | BUS 245 | Accounting with Quickbooks | 3 |
|  |  |  | Semester 4 Total: 12 |
| **Semester 5** | BUS 242 | Principles of Accounting II | 3 |
|  | MTH 116 | Mathematical Applications | 3 |
|  | CIS 209 | Advanced Web Development | 3 |
|  | ECO 231 or ECO 232 | Principles of Macroeconomics OR Principles of Microeconomics | 3 |
|  |  |  | Semester 4 Total: 12 |
|  |  |  | Program Total: 64-67 |