Business Management and Supervision

Short Term Certificate

Required Courses	BUS 100	Introduction to Business	3
	CIS 186	Elements of Supervision	3
	BUS 215	Business Communications	3
	BUS 275	Principles of Management	3
	BUS 279	Small Business Management	3
	CIS 146	Microcomputer Applications	3
			Program Total: 18

App Development with Swift

Short Term Certificate

Required Courses	CIS 146	Microcomputer Applications	3
	CIS 157	Introduction to App Development with Swift	3
	CIS 220	App Development with Swift I	3
	CIS 227	App Development with Swift II	3
	OAD 103	Intermediate Keyboarding	3
	OAD 125	Word Processing	3
			Program Total: 18

Accounting Technology 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.

Semester 1	BUS 100	Introduction to Business	3
	CIS 146	Microcomputer Applications	3
	ENG 101	English Composition I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101 OR OR105	College Orientation	1-3
			Semester Total: 13-15
Semester 2	BUS 241	Principles of Accounting I	3
	BUS 146	Personal Finance	3
	MTH 116	Mathematical Applications	3
	ECO 231 or 232	Principles of Macroeconomics OR Principles of Microeconomics	3
			Semester Total: 12
Semester 3	ACT 249	Payroll Accounting	3
	BUS 242	Principles of Accounting II	3
	BUS 275	Principles of Management	3
	CIS 113	Spreadsheet Software Applications	3
	Area III	Science/Math Elective	3-4
			Semester Total: 15-16
Semester 4	ACT 246	Microcomputer Accounting	3
	BUS 248	Managerial Accounting	3
	SPH 106 or 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
		Humanities/Fine Arts Elective	3
			Semester Total: 12
Semester 5	ACC 129	Individual Income Taxes	3
	BUS 215	Business Communications	3

Accounting Technology AAS

	BUS 245	Accounting with Quickbooks	3
	BUS 263	The legal and Social Environment of Business	3
			Semester Total: 12
			Program Total: 64-67

App Development with Swift 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.

Semester 1	BUS 100	Introduction to Business	3
	CIS 146	Microcomputer Applications	3
	ENG 101	English Composition I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101 OR OR105	College Orientation	1-3
			Semester Total: 13-15
Semester 2	BUS 241	Principles of Accounting I	3
	BUS 146	Personal Finance	3
	MTH 116	Mathematical Applications	3
	ECO 231 or 232	Principles of Macroeconomics OR Principles of Microeconomics	3
			Semester Total: 12
Semester 3	BUS 263	The legal and Social Environment of Business	3
	CIS 157	Introduction to App Development with Swift	3
	BUS 275	Principles of Management	3
	CIS 113	Spreadsheet Software Applications	3
	Area III	Science/Math Elective	3-4
			Semester Total: 15-16
Semester 4	CIS 220	App Development with Swift I	3
	CIS 209	Advanced Web Development	3
	SPH 106 or 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
		Humanities/Fine Arts Elective	3
			Semester Total: 12
Semester 5	CIS 227	App Development with Swift II	3
	BUS 215	Business Communications	3

App Development with Swift AAS

	OAD 125	Word Processing	3
	BUS 245	Accounting with Quickbooks	3
			Semester Total: 12
			Program Total: 64-67

Supervisory Management 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.

Semester 1	BUS 100	Introduction to Business	3
	CIS 146	Microcomputer Applications	3
	ENG 101	English Composition I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101 OR OR105	College Orientation	1-3
			Semester Total: 13-15
Semester 2	BUS 241	Principles of Accounting I	3
	BUS 146	Personal Finance	3
	MTH 116	Mathematical Applications	3
	OAD 125	Word Processing	3
			Semester Total: 12
Semester 3	BUS 242	Principles of Accounting II	3
	BUS 275	Principles of Management	3
	CIS 113	Spreadsheet Software Applications	3
	ECO 231 or 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	Area III	Science/Math Elective	3-4
			Semester Total: 15-16
Semester 4	BUS 186	Elements of Supervision	3
	BUS 248	Managerial Accounting	3
	BUS 279	Small Business Management	3
		Humanities/Fine Arts Elective	3
			Semester Total: 12
Semester 5	SPH 106 or 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	BUS 215	Business Communications	3

	BUS 245	Accounting with Quickbooks	3
	BUS 263	The legal and Social Environment of Business	3
			Semester Total: 12
			Program Total: 64-67

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.

	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

OFFICE ADMINISTRATION 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.

Semester 1	BUS 100	Introduction to Business	3
	CIS 146	Microcomputer Applications	3
	ENG 101	English Composition I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101 OR OR105	College Orientation	1-3
			Semester Total: 13-15
Semester 2	BUS 146	Personal Finance	3
	BUS 215	Business Communication	3
	BUS 275	Principles of Management	3
	ECO 231 or 232	Principles of Macroeconomics OR Principles of Microeconomics	3
			Semester Total: 12
Semester 3	BUS 241	Principles of Accounting I	3
	OAD 104	Advanced Keyboarding	3
		Humanities/Fine Arts Elective	3
	SPH 106 or 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	Area III	Science/Math Elective	3-4
			Semester Total: 15-16
Semester 4	ACT 249	Payroll Accounting	3
	CIS 113	Spreadsheet Software Applications	3
	OAD 138	Records/Information Management	3
	BUS 245	Accounting with Quickbooks	3
			Semester Total: 12
Semester 5	BUS 263	The legal and Social Environment of Business	3
	CIS 117	Database Management Software Applications	3

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	MTH 116	Mathematical Applications	3
	OAD 125	Word Processing	3
			Semester Total: 12
			Program Total: 64-67