

# ACCOUNTING TECHNOLOGY

## 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
<b>Semester 1</b>	ENG 101	English Composition I	3
	BUS 100	Intro to Business	3
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101, ORI 105, OR ORT 100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
			Semester 1 Total: 13-15
<b>Semester 2</b>	Humanities/Fine Arts	Humanities/Fine Arts Elective	3
	BUS 242	Principles of Accounting II	3
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications or Higher	3
	BUS 245	Accounting with QuickBooks	3
			Semester 2 Total: 15
<b>Semester 3</b>	ECO 231 OR 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 275	Principles of Management	3
			Semester 3 Total: 12
<b>Semester 4</b>	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	ACC 129	Individual Income Taxes	3
	ACT 249	Payroll Accounting	3
	BUS 263	The Legal and Social Environment of Business	3
			Semester 4 Total: 12
<b>Semester 5</b>	Science/Math Elective	Science/ Math Elective	4
	ACT 246	Microcomputer Accounting	3
	BUS 248	Managerial Accounting	3
	CIS 113	Spreadsheet Software Applications	3
			Semester 5 Total: 13
			<b>Program Total: 64-67</b>

# APP DEVELOPMENT WITH SWIFT

## Guided Pathway/Map

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	Course #	Course Name	Semester Hours
<b>Semester 1</b>	ENG 101	English Composition I	3
	BUS 241	Principles of Accounting I	3
	CIS 146	Microcomputer Applications	3
	CIS 157	Introduction to App Development by Swift	3
	ORI 101, ORI 105, OR ORT 100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
			Semester 1 Total: 13-15
<b>Semester 2</b>	SPH 106 OR107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	BUS 100	Intro to Business	3
	CIS 207	Web Development	3
	CIS 220	App Development with Swift I	3
	OAD 103	Intermediate Keyboarding	3
			Semester 2 Total: 15
<b>Semester 3</b>	ECO 231 OR 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS 215	Business Communications	3
	CIS 227	App Development with Swift II	3
	OAD 125	Word Processing	3
			Semester 3 Total: 12
<b>Semester 4</b>	Humanities/Fine Arts	Humanities/Fine Arts Elective	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
	MTH 116 or Higher	Mathematical Applications or Higher	3
			Semester 4 Total: 12
<b>Semester 5</b>	Science/Math	Science/Math Elective	3-4
	BUS 146	Personal Finance	3
	BUS 245	Accounting with QuickBooks	3
	CIS 113	Spreadsheet Software Application	3
			Semester 4 Total: 12-13
			Program Total: 64-67

# BUSINESS COMPUTER APPLICATIONS

## Guided Pathway/Map

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	Course #	Course Name	Semester Hours
<b>Semester 1</b>	ENG 101	English Composition I	3
	BUS 100	Intro to Business	3
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101, ORI 105, OR ORT 100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
			Semester 1 Total: 13-15
<b>Semester 2</b>	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	BUS 242	Principles of Accounting II	3
	CIS 146	Microcomputer Applications	3
	MTH 116 or Higher	Mathematical Applications or Higher	3
	OAD 104	Advanced Keyboarding	3
			Semester 2 Total: 15
<b>Semester 3</b>	ECO 231 OR 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	OAD 125	Word Processing	3
			Semester 3 Total: 12
<b>Semester 4</b>	Humanities/Fine Art	Humanities/Fine Arts Elective	3
	ACT 249	Payroll Accounting	3
	BUS 275	Principles of Management	3
	CIS 207	Web Development	3
			Semester 4 Total: 12
<b>Semester 5</b>	Science/Math	Science/Math Elective	3-4
	ACT 246	Microcomputer Accounting	3
	BUS 245	Accounting with QuickBooks	3
	CIS 113	Spreadsheet Software Application	3
			Semester 4 Total: 12-13
			Program Total: 64-67

# OFFICE ADMINISTRATION

## Guided Pathway/Map

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<b>Semester 1</b>	ENG 101	English Composition I	3
	BUS 100	Introduction to Business	3
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101, ORI 105, OR ORT 100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
			Semester 1 Total: 13-15
<b>Semester 2</b>	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	CIS 146	Microcomputer Applications	3
	MTH 116 or Higher	Mathematical Applications or Higher	3
	OAD 104	Advanced Keyboarding	3
	BUS 245	Accounting with QuickBooks	3
			Semester 2 Total: 15
<b>Semester 3</b>	ECO 231 OR 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	OAD 125	Word Processing	3
			Semester 3 Total: 12
<b>Semester 4</b>	Humanities/Fine Art	Humanities/Fine Arts Elective	3
	ACT 249	Payroll Accounting	3
	BUS 275	Principles of Management	3
	OAD 138	Records/Information Management	3
			Semester 4 Total: 12
<b>Semester 5</b>	Science/Math Elective	Science/Math Elective	3-4
	BUS 263	The Legal and Social Environment of Business	3
	CIS 117	Database Management Software Application	3
	CIS 113	Spreadsheet Software Applications	3
			Semester 4 Total: 12-13
			<b>Program Total: 64-67</b>

# SUPERVISORY MANAGEMENT

## Guided Pathway/Map

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	Course #	Course Name	Semester Hours
<b>Semester 1</b>	ENG 101	English Composition I	3
	BUS 100	Introduction to Business	3
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101, ORI 105, OR ORT 100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
			Semester 1 Total: 13-15
<b>Semester 2</b>	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	BUS 242	Principles of Accounting II	3
	BUS 186	Elements of Supervision	3
	CIS 146	Microcomputer Applications	3
	BUS 245	Accounting with QuickBooks	3
			Semester 2 Total: 15
<b>Semester 3</b>	ECO 231 OR 232	ECO231 – Principles of Macroeconomics OR ECO 232 – Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	OAD 125	Word Processing	3
			Semester 3 Total: 12
<b>Semester 4</b>	Humanities/Fine Art	Humanities/Fine Arts Elective	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
	MTH 116 or Higher	Mathematical Applications or Higher	3
			Semester 4 Total: 12
<b>Semester 5</b>	Science/Math	Science/Math Elective	3-4
	BUS 279	Small Business Management	3
	BUS 248	Managerial Accounting	3
	CIS 113	Spreadsheet Software Applications	3
			Semester 4 Total: 12-13
			Program Total: 64-67