

BUSINESS MANAGEMENT & SUPERVISION

AAS

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	ORI101, ORI105, OR ORT100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
	ENG101	English Composition I	3
	OAD103	Intermediate Keyboarding	3
	BUS100	Intro to Business	3
	BUS241	Principles of Accounting I	3
			Semester 1 Total: 13-15
Semester 2	CIS146	Microcomputer Applications	3
	BUS186	Elements of Supervision	3
	BUS242	Principles of Accounting II	3
	BUS245	Accounting with QuickBooks	3
			Semester 2 Total: 12
Semester 3	ECO 231 OR ECO 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	OAD125	Word Processing	3
			Semester 3 Total: 12
Semester 4	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	MTH116	Mathematical Applications or Higher	3
	BUS263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
			Semester 4 Total: 12
Semester 5	Science/Math Elective	Science/ Math Elective	3-4
	BUS248	Managerial Accounting	3
	BUS279	Small Business Management	3
	CIS 113	Spreadsheet Software Applications	3
			Semester 5 Total: 12-13
			Program Total: 61-64

ACCOUNTING TECHNOLOGY

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	Course #	Course Name	Semester Hours
Semester 1	ORI 101, ORI 105, OR ORT 100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
	ENG 101	English Composition I	3
	OAD 103	Intermediate Keyboarding	3
	BUS 100	Intro to Business	3
	BUS 241	Principles of Accounting I	3
			Semester 1 Total: 13-15
Semester 2	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications or Higher	3
	BUS 242	Principles of Accounting II	3
	BUS 245	Accounting with QuickBooks	3
			Semester 2 Total: 12
Semester 3	ECO 231 OR ECO 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
Semester 4	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	ACC129	Individual Income Taxes	3
	ACT249	Payroll Accounting	3
	BUS263	The Legal and Social Environment of Business	3
			Semester 4 Total: 12
Semester 5	Science/Math Elective	Science/ Math Elective	3-4
	BUS248	Managerial Accounting	3
	BUS285	Principles of Marketing	3
	CIS 113	Spreadsheet Software Applications	3
			Semester 5 Total: 12-13
			Program Total: 61-64

OFFICE ADMINISTRATION

AAS

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	Course #	Course Name	Semester Hours
Semester 1	ORI101, ORI105, OR ORT100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
	ENG101	English Composition I	3
	OAD103	Intermediate Keyboarding	3
	BUS100	Intro to Business	3
	BUS241	Principles of Accounting I	3
			Semester 1 Total: 13-15
Semester 2	CIS146	Microcomputer Applications	3
	MTH116	Mathematical Applications or Higher	3
	OAD217 OR OAD104	Office Management OR Advanced Keyboarding	3
	BUS245	Accounting with QuickBooks	3
			Semester 2 Total: 12
Semester 3	ECO231 OR ECO232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS146	Personal Finance	3
	BUS215	Business Communications	3
	BUS285	Principles of Marketing	3
			Semester 3 Total: 12
Semester 4	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	ACT249	Payroll Accounting	3
	BUS275	Principles of Management	3
	OAD138	Records/Information Management	3
			Semester 4 Total: 12
Semester 5	Science/Math Elective	Science/ Math Elective	3-4
	BUS263	The Legal and Social Environment of Business	3
	CIS113	Spreadsheet Software Applications	3
	CIS117	Database Management Software Applications	3
			Semester 5 Total: 12-13
			Program Total: 61-64

ACCOUNTING TECHNOLOGY

STC

Guided Pathway/Map

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	Course #	Course Name	Semester Hours
Semester 1	ACC129	Individual Income Taxes	3
	ACT249	Payroll Accounting	3
	BUS241	Principles of Accounting I	3
	BUS242	Principles of Accounting II	3
	BUS245	Accounting with Quickbooks	3
	BUS248	Managerial Accounting	3
			Semester 1 Total: 18
			Program Total: 18

BUSINESS MANAGEMENT & SUPERVISION

STC

Guided Pathway/Map

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	Course #	Course Name	Semester Hours
Semester 1	BUS186	Elements of Supervision	3
	BUS215	Payroll Accounting	3
	BUS241	Accounting Principles I	3
	BUS275	Principles of Management	3
	BUS279	Small Business Management	3
	CIS146	Microcomputer Applications	3
			Semester 1 Total: 18
			Program Total: 18

Office Administration

Short Term Certificate

Guided Pathway/Map

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	Course #	Course Name	Semester Hours
Semester 1	BUS 215	Business Communications	3
	CIS 146	Microcomputer Applications	3
	OAD 103	Intermediate Keyboarding	3
	OAD 125	Word Processing	3
	OAD 138	Records/Information Management	3
	OAD 217	Office Management	3
OR	OAD 104	Advanced Keyboarding	3
			Program Total: 18