



# PATHWAYS

Your Guide  
to Completion

## BUSINESS - ACCOUNTING TECHNOLOGY Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> 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
			<b>Semester Total: 13-15</b>
	<b>Semester 2</b>	CIS 146	Microcomputer Applications
MTH 116		Mathematical Applications or Higher	3
BUS 242		Principles of Accounting II	3
BUS 245		Accounting with QuickBooks	3
			<b>Semester Total: 12</b>
<b>Semester 3</b>	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
<b>Semester 4</b>	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking	3
	ACC 129	Individual Income Taxes	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
			<b>Semester Total: 12</b>
<b>Semester 5</b>	Area III Elective	Science/ Math Elective	3-4
	BUS 248	Managerial Accounting	3
	ACT 249	Payroll Accounting	3
	CIS 113	Spreadsheet Software Applications	3
		<b>ELIGIBLE FOR STACKABLE STC - Accounting Technology</b>	<b>Semester Total: 12-13</b>
	<b>ELIGIBLE FOR AAS - Accounting Technology</b>	<b>Program Total: 61-64</b>	

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## BUSINESS - ACCOUNTING TECHNOLOGY Short-Term Certificate

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ACC 129	Individual Income Taxes	3
	ACT 249	Payroll Accounting	3
	BUS 241	Principles of Accounting I	3
	BUS 242	Principles of Accounting II	3
	BUS 245	Accounting with QuickBooks	3
	BUS 248	Managerial Accounting	3
			<b>Semester Total: 18</b>
		<b>ELIGIBLE FOR STC - Accounting Technology</b>	<b>Program Total: 18</b>

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## BUSINESS - OFFICE ADMINISTRATION Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> 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
			<b>Semester Total: 13-15</b>
<b>Semester 2</b>	CIS146	Microcomputer Applications	3
	MTH 116	Mathematical Applications or Higher	3
	OAD 217/ OAD 104	Office Management <b>OR</b> Advanced Keyboarding	3
	BUS 245	Accounting with QuickBooks	3
			<b>Semester Total: 12</b>
<b>Semester 3</b>	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
<b>Semester 4</b>	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
	OAD 125	Word Processing	3
			<b>Semester Total: 12</b>
<b>Semester 5</b>	Area III Elective	Science/ Math Elective	3-4
	ACT 249	Payroll Accounting	3
	OAD 138	Records/Information Management	3
	CIS 113	Spreadsheet Software Applications	3
		<b>ELIGIBLE FOR STACKABLE STC - Office Administration</b>	<b>Semester Total: 12-13</b>
		<b>ELIGIBLE FOR AAS - Office Administration</b>	<b>Program Total: 61-64</b>

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## BUSINESS - OFFICE ADMINISTRATION Short-Term Certificate

	Course #	Course Name	Credit 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/ OAD 104	Office Management OR Advanced Keyboarding	3
			<b>Seemster Total: 18</b>
		<b>ELIGIBLE FOR STC - Office Administration</b>	<b>Program Total: 18</b>

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Your Guide to Completion

## BUSINESS - BUSINESS MANAGEMENT & SUPERVISION Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> 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
			<b>Semester Total: 13-15</b>
<b>Semester 2</b>	CIS 146	Microcomputer Applications	3
	BUS 186	Elements of Supervision	3
	BUS 242	Principles of Accounting II	3
	MTH 116	Mathematical Applications or Higher	3
			<b>Semester Total: 12</b>
<b>Semester 3</b>	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
<b>Semester 4</b>	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking	3
	BUS 245	Accounting with QuickBooks	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
			<b>Semester Total: 12</b>
<b>Semester 5</b>	Area III Elective	Science/ Math Elective	3-4
	BUS 248	Managerial Accounting	3
	BUS 279	Small Business Management	3
	CIS 113	Spreadsheet Software Applications	3
		<b>ELIGIBLE FOR STACKABLE STC - Business Management &amp; Supervision</b>	<b>Semester Total: 12-13</b>
		<b>ELIGIBLE FOR AAS - Business Management &amp; Supervision</b>	<b>Program Total: 61-64</b>

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## BUSINESS - BUSINESS MANAGEMENT & SUPERVISION Short-Term Certificate

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	BUS 186	Elements of Supervision	3
	BUS 215	Business Communications	3
	BUS 241	Accounting Principles I	3
	BUS 275	Principles of Management	3
	BUS 279	Small Business Management	3
	CIS 146	Microcomputer Applications	3
			<b>Semester Total: 18</b>
		<b>ELIGIBLE FOR STC - Business Management &amp; Supervision</b>	<b>Program Total: 18</b>

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## BUSINESS - ENTREPRENEURSHIP Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
Semester 1	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> Orientation for Career Students	1 - 3
	ENG101	English Composition I	3
	BUS 100	Intro to Business	3
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
			<b>Semester Total: 13 - 15</b>
Semester 2	CIS 146	Microcomputer Applications	3
	BUS 186	Elements of Supervision	3
	BUS 242	Principles of Accounting II	3
	MTH 116	Mathematical Applications	3
			<b>Semester Total: 12</b>
Semester 3	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
Semester 4	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking	3
	BUS 245	Accounting with QuickBooks	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
			<b>Semester Total: 12</b>
Semester 5	Area III Elective	Science/ Math Elective	3 - 4
	ACT 249	Payroll Accounting	3
	BUS 279	Small Business Management	3
	CIS 113	Spreadsheet Software Applications	3
		<b>ELIGIBLE FOR STACKABLE STC - Entrepreneurship</b>	<b>Semester Total: 12 - 13</b>
		<b>ELIGIBLE FOR AAS - Entrepreneurship</b>	<b>Program Total: 61 - 64</b>

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## BUSINESS - ENTREPRENEURSHIP Short-Term Certificate

	Course #	Course Name	Credit Hours
Semester 1	BUS 100	Introduction to Business	3
	BUS 186	Elements of Supervision	3
	BUS 241	Principles of Accounting I	3
	BUS 245	Accounting with QuickBooks	3
	BUS 279	Small Business Management	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 18</b>
		<b>ELIGIBLE FOR STC - Entrepreneurship</b>	<b>Program Total: 18</b>

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