

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
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101 or ORI 105	College Orientation	1 or 3
			Semester 1 Total: 13-15
Semester 2	SPH 106/107	SPH 106 (Fundamentals of Oral Communication) OR SPH 107 (Fundamentals of Public Speaking)	3
	BUS 242	Principles of Accounting II	3
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications	3
	OAD 104	Advanced Keyboarding	3
			Semester 2 Total: 15
Semester 3	ECO 231/232	ECO 231 – 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
Semester 4	Humanities/Fine Art	Choose one: AREA II: Humanities/Fine Arts Elective	3
	ACT 249	Payroll Accounting	3
	BUS 275	Principles of Management	3
	CIS 208	Web Authoring Software	3
			Semester 4 Total: 12
Semester 5	Science/Math	Choose one: AREA III: Science/Math Elective	4
	ACT 246	Microcomputer Accounting	3
	BUS 245	Accounting with QuickBooks	3
	CIS 113	Spreadsheet Software Application	3
			Semester 4 Total: 13
			Program Total: 65-67