

# Occupational Certificate Academic Map

## Business Administrative Technology Certificate B 2024-2025

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years. Missing milestones could delay your program. Consult with your advisor for more information.

<b>*Corequisite Course (if needed, must be taken with college level required course)</b>		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

<b>1<sup>ST</sup> SEMESTER</b>			<b>2<sup>ND</sup> SEMESTER</b>		
<b>Course</b>	<b>Hrs</b>	<b>Milestones/Notes</b>	<b>Course</b>	<b>Hrs</b>	<b>Milestones/Notes</b>
ENG135 Writing for the Workplace or higher	3		MTH126 Tech Math or Higher	3	
BUS235 Microcomputer Office Apps I (AAS Institutionally Designated)	3		*BUS237 Business Management	3	
*BUS178 Introduction to Business	3		*ACC177 Accounting I	3	
*BUS158 Office Technology or *BUS254 Medical Office Procedures	3		*BUS264 Administrative Management	3	
*BUS201 Web Page Design	3		*Area of Study	2	
*Area of Study	3				
<b>TOTAL</b>	<b>18</b>		<b>TOTAL</b>	<b>14</b>	
<b>DEGREE TOTAL: 32</b>					

<b>*Area of Study Courses <u>5</u> hrs. required from the following:</b>					
<b>Course</b>	<b>Hrs</b>	<b>Milestones/Notes</b>	<b>Course</b>	<b>Hrs</b>	<b>Milestones/Notes</b>
ACC111 Intro to Accounting	3		BUS157 Records Management	3	
ACC178 Accounting II	3		BUS218 Business Ethics	3	
ACC231 Computerized Accounting	3		BUS237 Business Communication	3	
BUS176 Personal Finance	3		BUS243-246 OWE	1-4	
BUS255 Microcomputer Office Apps II	3		BUS254 Medical Office Procedures	3	
BUS149 Medical Terminology	3		BUS250 Medical Transcription	3	