

## Occupational Certificate Academic Map

### Business Administrative Technology 2025-2026

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. Milestones, courses, and special requirements necessary for timely progress to complete an area of study are noted. Missing any of these could delay completion of the 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	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		BUS249 Medical Terminology	3	
ACC179 Financial Accounting	3		BUS157 Records Management	3	
ACC231 Computerized Accounting	3		BUS218 Business Ethics	3	
ACC232 Managerial Accounting	3		BUS237 Business Communication	3	
BUS176 Personal Finance	3		BUS243-246 OWE	1-4	
BUS255 Microcomputer Office Apps II	3				

Effective Fall 2025