This map provides a guide to completing a certificate program or an associate degree. Completion is subject to pre-requisite requirements and availability of the program/courses by location.

TERM 1		CREDITS	MILESTONE	SGE	COMPLETED
MATH 1819 or MATH 1806 or MATH 1824 or MATH 1828	Business Mathematics* or Technical Mathematics* or Intermediate Algebra* or College Algebra*	3			☐
ACCT 1602 or ACCT 1614	General Accounting or Accounting I*	3		070	☐
BSTC 1036	Computer Concepts & Applications	3		070	☐
BUSI 1807	Customer Service	3			☐
ENGL 1200 or ENGL 1204 or ENGL 1209	Business English or English Composition I or English Composition I with Review	3		010	☐
OFTC 1650	Ten Key Mastery	1			☐
TOTAL CREDITS		**16**			

TERM 2		CREDITS	MILESTONE	SGE	COMPLETED
ENGL 1236 or ENGL 1206	Technical Communications or English Composition II	3		010	☐
COMM 1200 or COMM 1230	Interpersonal Communications or Public Speaking	3		020	☐
OFTC 1696	Word Processing Applications	3			☐
BUSI 1800	Business Communications	3			☐
OFTC 1603	Keyboarding II*	3			☐
TOTAL CREDITS		**15**			

Milestone Courses should be taken in the term shown. This will help you stay on track and graduate on time.

Make your summer matter. Summer is a great time to take some courses and get ahead or stay on track.

Systemwide General Education (SGE) Key

010	English
020	Communications
030	Math & Statistics
040	Natural & Physical Science
050	Social & Behavioral Sciences
060	Arts & Humanities
070	Barton Designated

sge.bartonccc.edu

General Advising Notes

* Subject to placement or pre-requisite requirements.

Student Name _____ ID# _____

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TERM 3		CREDITS	MILESTONE	SGE	COMPLETED
ECON 1615	Personal Finance	3		070	☐
BSTC 1685	Spreadsheet Applications	3			☐
BUSI 1804	Human Relations in Business	3			☐
	Emphasis Elective	9			☐
					☐
					☐
					☐
					☐
TOTAL CREDITS		**18**			

TERM 4		CREDITS	MILESTONE	SGE	COMPLETED
BSTC 1023	Database Management Systems	3			☐
OFTC 1621	Business Administrative Procedures	3			☐
BUSI 1607	Business Ethics	3			☐
OFTC 1666	Records Management	3			☐
BUSI 1702	Supervisory Development	3			☐
					☐
					☐
					☐
TOTAL CREDITS		**15**			

Suggested Emphasis Electives

- BSTC 1001 Introduction to Computers
- BUSI 1608 Business Law
- BUSI 1600 Introduction to Business
- BUSI 1802 Payroll Procedures
- BSTC 1643 Human Resource Management
- NTWK 1072 Information Security
- ACCT 1611 Microcomputer Accounting Applications
- ACCT 1616 Accounting II
- LANG 1933 Spanish for the Workforce
- **See full list of courses in courses.bartonccc.edu**

Advising Notes

* Subject to pre-requisite requirements
prereq.bartonccc.edu

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