

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			<input type="checkbox"/>
ACCT 1602 or ACCT 1614	General Accounting or Accounting I*	3			<input type="checkbox"/>
BSTC 1036	Computer Concepts & Applications	3		070	<input type="checkbox"/>
BUSI 1807	Customer Service	3			<input type="checkbox"/>
ENGL 1200 or ENGL 1204 or ENGL 1209	Business English* or English Composition I* or English Composition I with Review*	3			<input type="checkbox"/>
OFTC 1650	Ten Key Mastery	1			<input type="checkbox"/>
TOTAL CREDITS		16			

TERM 2		CREDITS	MILESTONE	SGE	COMPLETED
ENGL 1236 or ENGL 1206	Technical Communications* or English Composition II*	3			<input type="checkbox"/>
COMM 1200 or COMM 1230	Interpersonal Communications or Public Speaking	3		020	<input type="checkbox"/>
OFTC 1696	Word Processing Applications	3			<input type="checkbox"/>
BUSI 1800	Business Communications	3			<input type="checkbox"/>
ACCT 1616	Accounting II*	3			<input type="checkbox"/>
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
ACCT 1618	Managerial Accounting*	3			<input type="checkbox"/>
BUSI 1608	Business Law	3			<input type="checkbox"/>
BSTC 1685	Spreadsheet Applications*	3			<input type="checkbox"/>
BUSI 1804	Human Relations in Business	3			<input type="checkbox"/>
	Emphasis Electives	3			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
TOTAL CREDITS		15			

TERM 4		CREDITS	MILESTONE	SGE	COMPLETED
ACCT 1625	Technical Accounting Capstone*	3			<input type="checkbox"/>
BUSI 1802	Payroll Procedures	3			<input type="checkbox"/>
ACCT 1611	Microcomputer Accounting Applications*	3			<input type="checkbox"/>
ECON 1615	Personal Finance	3			<input type="checkbox"/>
	Emphasis Electives	6			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
TOTAL CREDITS		18			

Suggested Emphasis Electives

- BSTC 1001 Introduction to Computers
 - OFTC 1666 Records Management
 - OFTC 1601 Keyboarding I
 - BUSI 1600 Introduction to Business
 - BUSI 1607 Business Ethics
 - LANG 1933 Spanish for the Workforce
 - BSTC 1023 Database Management Systems*
 - BUSI 1702 Supervisory Development
 - NTWK 1072 Information Security
 - ACCT 1640 Accounting-Business Operations
 - ACCT 1641 Accounting-Invest & Financing*
- See full list of courses in courses.bartonccc.edu

Advising Notes

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

Student Name _____ ID# _____