

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 1828	Business Mathematics* or Technical Mathematics* or College Algebra*	3			<input type="checkbox"/>
ACCT 1602 or ACCT 1614	General Accounting or Accounting I*	3		070	<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	Business English* or English Composition I*	3		010	<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		010	<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"/>
OFTC 1603	Keyboarding II*	3			<input type="checkbox"/>
					<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
ECON 1615	Personal Finance	3		070	<input type="checkbox"/>
BSTC 1685	Spreadsheet Applications*	3			<input type="checkbox"/>
BUSI 1804	Human Resources in Business	3			<input type="checkbox"/>
	Suggested Emphasis Electives	9			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
TOTAL CREDITS		18			

TERM 4		CREDITS	MILESTONE	SGE	COMPLETED
BSTC 1023	Database Management Systems*	3			<input type="checkbox"/>
OFTC 1621	Business Administrative Procedures*	3			<input type="checkbox"/>
BUSI 1607	Business Ethics	3			<input type="checkbox"/>
OFTC 1666	Records Management	3			<input type="checkbox"/>
BUSI 1702	Supervisory Development	3			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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 Resources 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

Student Name _____ ID# _____