

PROGRAM OF STUDY PATHWAY TEMPLATES 2019 – 20 *

COLLEGE: Sinclair College

ODE CAREER FIELD: Business & Administrative Services

ODE PATHWAY: Business Management

SINCLAIR PROGRAM: Human Resource Management

18 Credit Hours - Short Term Certificate

HRMT.S.STC

HIGH SCHOOL	Freshman	English I (1)	Algebra & Geometry or Algebra I (1)	Physical Science (1)	Social Studies (1)	Health (.5) P E (.5)	Career Field Exploration	Fine Arts/Humanities Elective (1)
	Sophomore	English II (1)	Geometry or Algebra II (1)	Biology or Life Science (1)	US History (1)	Technology: Word, PowerPoint, & Excel (.5) Art (.5)	Career Pathway Foundation	Fine Arts/Humanities Elective (1)
	Junior	English III (1)	Algebra II / Adv Algebra II & Trigonometry (1)	Chemistry (1)	US Govt (.5) Economics and Financial Literacy Social Studies Elective (.5)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)
	Senior	English IV (1)	College Math or Calculus (1)	Human Biology - Anatomy (1)	Psychology, Sociology or Social Studies Elective (1)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)
Take ACT, SAT, or required Sinclair placement test. Visit Sinclair academic advising. Earn high school diploma. Complete pathway as designed.								
COLLEGE	1st Semester	• COM 2206 Interpersonal Communication (3)	MAN 2140 Human Resource Management (3)	MAN 2150 Management & Organizational Behavior (3)				
	2nd Semester	MAN 2155 Management Information Systems (3)	MAN 2144 Negotiation Techniques (3)	FIN 2450 Personal Finance (3)				
• = Courses guaranteed to transfer to Ohio's public institutions of higher education								
Indicates eligible college course opportunities via Proficiency credit or Articulated Award credit.								
■ Indicates Career-Technical Assurance Guides (CTAG)-approved transfer credit. The high school or career center is responsible for sending the proper documentation, along with the Verification of Course/Program Completion form to the college in order for credits to be posted on a student's transcript.								
Required Courses (credit hours)								
Recommended Elective Courses								

revised 07/24/2019

Please note: This template does not provide department approved course sequences for students to follow. That is, the courses may be presented out of order. It is best for students to consult with an academic advisor in order to plan a semester by semester course schedule in order to meet the requirements for their certificates and degree programs.