



PROGRAM OF STUDY PATHWAY TEMPLATES 2011-2012  
 — BIS: PC APPLICATIONS \*

COLLEGE: **Sinclair Community College**

CAREER FIELD: **Business & Administrative Services**

HIGH SCHOOL(S): **Centerville, Butler Tech, Ponitz CTC,**

PATHWAY: **Business: Administrative & Professional Support**



**Greene CCC, Greenville, MVCTC,**

PROGRAM: **PC Applications**

**Stebbins, Warren CCC**

**91-92 Credit Hours - Associate of Applied Science**

HIGH SCHOOL	<b>Freshman</b>	English I (1)	Integrated Algebra & Geometry or Algebra I (1)	Physical Science (1)	Social Studies (1)	Health (.5) P E (.5)	Career Exploration	Elective (1)
	<b>Sophomore</b>	English II (1)	Geometry (1)	Biology (1)	American History (1)	P E (.5) Elective (.5)	Business Management Foundations (.5)	Elective (1)
	<b>Junior</b>	English III (1)	Algebra II (1)	Chemistry (1)	American Govt (.5) Social Studies Elective (.5)	College Tech Prep Business Technology (1)	College Tech Prep Business Technology (1)	Elective (1)
	<b>Senior</b>	<a href="#">English IV (1)</a>	<a href="#">Pre College Math (1)</a>	Additional Science (1)	Economics or Accounting (1)	College Tech Prep Business Technology (1)	College Tech Prep Business Technology (1)	Elective (1)

**Take Accuplacer (reading, math, and writing). Visit Sinclair academic advising. Earn high school diploma. Complete pathway as designed.**

COLLEGE	<b>1st Quarter</b>	• ENG 111 (3) English Composition I	• COM 206 (3) Interpersonal Communication	MAT 105 (4) Business Mathematics	SCC 101 (2) Student Success Experience	BISM75 (3) The Internet		■ BIS 160 (3) Intro Word, Excel, PowerPoint	BIS 161 (3) Intermediate Word, PowerPoint, & Excel	
	<b>2nd Quarter</b>	• ENG 112 (3) English Composition II	• ECO 105 or ECO 216 (3-4) General Economics or Prin of Macro	BIS105 (3) Computer Concepts	• LAW 101 (4) Business Law I	BIS 102 (2) Doc Formatting	BIS 101 (2) PC Key-boarding	Take BIS 160 & BIS 161 <b>OR</b> Take BIS M45, BIS M85, BIS M55		
	<b>3rd Quarter</b>	• Arts & Humanities Elective (3)	• ACC121 (5) Intro to Financial Accounting	CIS107 (3) Intro to Operating Systems	BIS M25 (2) Desktop Publishing	BIS M86 (2) Advanced Word		BIS M45 (2) Excel	BIS M85 (2) Word	BIS M55 (2) Powerpoint
	<b>4th Quarter</b>	MAN 205 (3) Principles of Management	CIS 130 (3) Intro to Web Development	BIS M35 (2) Microsoft Access	ACC 125 (3) Personal Computer Applications-Acct					
	<b>5th Quarter</b>	BIS 201 (3) Customer Service	BIS 114 (3) Records Manag & Electronic Files	BIS M46 (3) Advanced/Expert Excel	Computer Info Systems Elective (3)					
	<b>6th Quarter</b>	BIS 202 (3) Adv Customer Service Concepts	CIS 265 (3) Database Management Syst	BIS M36 (3) Advanced/Expert Access	BIS 172 (2) Integrated Solutions	BIS 270 (3) Business Info System Internship	CIS 162 (3) Troubleshooting Desktop Apps			



**Sinclair converts to semesters in 2012-2013. Visit [www.sinclair.edu/semesters](http://www.sinclair.edu/semesters) for new course names and credit hours.**

**Credit-Based Transition Programs, such as dual enrollment, articulated courses 2+2 (+2)**

◆ = high school to college • = community college to 4 year institution ■ = opportunity to test out

**Required Courses (credit hours)**

**Recommended Elective Courses**