



**PROGRAM OF STUDY PATHWAY TEMPLATES 2018-2019 \***

**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

|                    |                  |                 |  |                             |   |  |  |  |
|--------------------|------------------|-----------------|--|-----------------------------|---|--|--|--|
| <b>HIGH SCHOOL</b> | <b>Freshman</b>  | English I (1)   | Algebra & Geometry or Algebra I (1)            | Physical Science (1)        | Social Studies (1)  | Health (.5)<br>P E (.5)                                | Career Field Exploration                           | Fine Arts/Humanities Elective (1)                  |
|                    | <b>Sophomore</b> | English II (1)  | Geometry or Algebra II (1)                     | Biology or Life Science (1) | US History (1)  | Technology: Word, PowerPoint, & Excel (.5)<br>Art (.5) | Career Pathway Foundation                          | Fine Arts/Humanities Elective (1)                  |
|                    | <b>Junior</b>    | English III (1) | Algebra II / Adv Algebra II & Trigonometry (1) | Chemistry (1)               | US Govt (.5)<br>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) |
|                    | <b>Senior</b>    | 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.**

|                |                     |   |  |   |  |  |  |  |
|----------------|---------------------|---|--|---|--|--|--|--|
| <b>COLLEGE</b> | <b>1st Semester</b> | ● COM 2206 Interpersonal Communication (3)  | MAN 2140 Human Resource Management (3) | MAN 2150 Management & Organizational Behavior (3) |  |  |  |  |
|                | <b>2nd Semester</b> | 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 08/02/18

**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.**