

**COLLEGE: Sinclair College**

**ODE CAREER FIELD:** Business & Administrative Services

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

**SINCLAIR PROGRAM:** Business Information Systems/Personal Computers in Business

36 Credit Hours - One Year Technical Certificate

PCB.S.CRT

<b>HIGH SCHOOL</b>	<b>Freshman</b>	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)
	<b>Sophomore</b>	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)
	<b>Junior</b>	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)
	<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)
<b>Take ACT, SAT, or required Sinclair placement test. Visit Sinclair academic advising. Earn high school diploma. Complete pathway as designed.</b>								
<b>COLLEGE</b>	<b>1st Semester</b>	CIS 1107 Introduction to Operating Systems (3)	BIS 1120 Introduction to Software Applications (3)	BIS 1201 Keyboarding & Document Formatting (3)	● ACC 1210 Introduction to Financial Accounting (3)			
	<b>2nd Semester</b>	● ENG 1101 English Composition I (3)	BIS 1260 Database Software (3)	BIS 1220 Word Processing Software (3)	MAN 1107 Foundations of Business OR MAN 2150 Organizational Behavior (3)			
	<b>3rd Semester</b>	● COM 2206 Interpersonal Communication OR ● COM 2225 Small Group Communication (3)		BIS 1230 Spreadsheet Software (3)	BIS 1500 Software Testing OR CIS 1130 Network Fundamentals (3)	CIS 1350 Web Site Development with HTML & CSS (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.**