



Business Operations Coordinator Pathway Map

Certificate of Completion

60 – 61 Credits

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	Qtr. 6	Qtr. 7	Qtr. 8
MATH 092 (5cr) <i>Mathematical Reasoning</i>	BUS 104 (5cr) <i>Business Math</i>	ACCT& 201 (5cr) <i>Principles of Accounting I</i>	OFTEC 141 (5cr) <i>Excel</i>	Choose One (4-5cr): <i>(Elective)</i> BUS 220 (5cr) <i>Starting and Managing a Small Business</i> CMST 110 (5cr) <i>Introduction to Social Media</i> OFTEC 125 (4cr) <i>Digital Productivity Tools</i>			
ENGL 090 (5cr) <i>Integrated Reading and Writing I</i> ENGL 095 (5cr) <i>Integrated Reading and Writing II</i>	ENGL 098 (5cr) <i>Transitional English Composition</i> ENGL& 101 (5cr) <i>English Composition I</i>	OFTEC 108 (3cr) <i>Introduction to Microsoft Office</i>	OFTEC 136 (5cr) <i>Microsoft Word</i>	Choose One (5cr): <i>(Additional Communication)</i> CMST& 220 <i>Public Speaking</i> CMST 240 <i>Intercultural Communication: Diversity</i>			
CCS 101 (3cr) <i>Pathways to Success</i>	BUS& 101 (5cr) <i>Introduction to Business</i>	BUS 160 (5cr) <i>Principles of Marketing</i> <i>(Only offered in Fall and Winter quarters)</i>	BUS 260 (5cr) <i>Principles of Management: Diversity</i> <i>(Only offered in Fall and Spring quarters)</i>	BUS 140 (5cr) <i>Customer Service</i> <i>(Only offered in Spring quarter)</i>			