



PATHWAYS



**YOUR MAP TO
COMPLETION for
2024-2025**

Office Management

Associate in Applied Science / Short-Term Certificate

Full Time	Course Prefix	Course Description	Credit Hours	Semesters Offered	Area
Semester 1	ORI 110	Freshman Seminar	1	Fa Sp Su	V
	ENG 101	English Composition I	3	Fa Sp Su	I
	MTH 100	Intermediate College Algebra	3	Fa Sp Su	III
	BUS 100	Introduction to Business	3	Fa	V
	BUS 241	Principles of Accounting I	3	Fa Sp Su	V
	CIS 146	Computer Applications	3	Fa Sp Su	III
Semester 2	ENG 102	English Composition II	3	Fa Sp Su	I
	OAD 137	Computerized Financial Record Keeping	3	Sp	V
	ECO 231	Principles of Macroeconomics	3	Fa Sp Su	IV
	BUS 242	Principles of Accounting II	3	Fa Sp Su	V
	BUS 275	Principles of Management	3	Sp Su	V
Semester 3	+CIS 113	Spreadsheet Software Applications	3	Fa Sp Su	V
	ECO 232	Principles of Microeconomics	3	Fa Sp Su	V
	BUS 248	Managerial Accounting	3	Fa Sp Su	V
	*POL 211	American National Government	3	Fa Sp Su	IV
	BUS 150	Business Math	3	Fa Su	V
	BUS 276	Human Resource Management	3	Fa	V
Semester 4	*PHL 206	Ethics and Society	3	Fa Sp Su	II
	OAD 218	Office Procedures	3	Sp	V
	+OAD 247	Special Projects	3	Sp Su	V
	BUS 263	The Legal and Social Environment of Business	3	Fa Sp Su	V
	BUS 285	Principles of Marketing	3	Sp	V
	BUS 215	Business Communications	3	Sp Su	V
Associate in Applied Science TOTAL HOURS 67					
Office Supervision Short-Term Certificate TOTAL HOURS 21					
Human Resource Management Short-Term Certificate TOTAL HOURS 18					

+CIS 113 is a prerequisite for OAD 247.

*May be substituted per Advisor's approval.

WALLACE STATE
HANCEVILLE • ONEONTA