




# GUIDED PATHWAYS TO SUCCESS:

## (156) BUSINESS OFFICE, BUSINESS CAREER STUDIES, CAS

### 2017-2018 Catalog

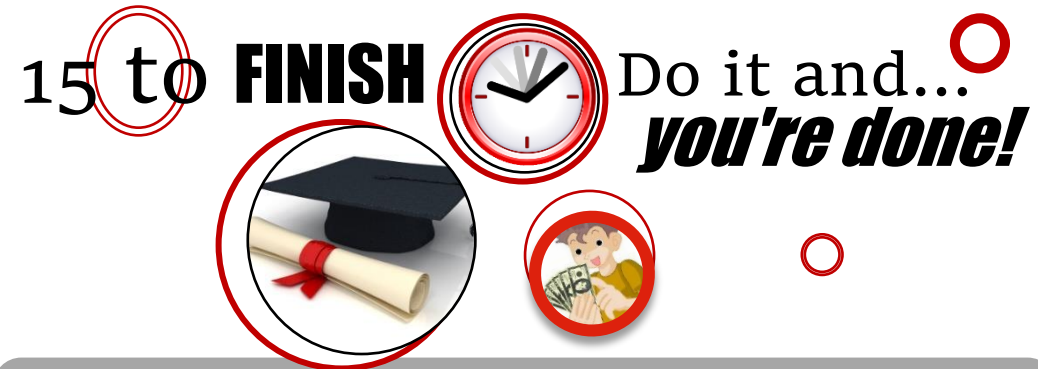
FIRST SEMESTER (16 hours)			Milestone?
ORNT 90	FYS: First Year Seminar	1	
BA 240 or MGT 250	Business Law OR Principles of Management	3	
ACC 122	Principles of Accounting I	3	
ENG 101	College Composition I	3	
CIT 120	Microsoft Word I	3	
MATH 109	Math of Business and Finance	3	
SECOND SEMESTER (15 hours)			
ACC 123	Principles of Accounting II	3	
BA 265	Business Communications	3	
BA 241 or MKT 230	Business Law II OR Principles of Marketing	3	
CIT 107	Excel	3	
CIT 121	Microsoft Word II	3	
*Students must maintain a 2.0 in order to meet WVNCC graduation requirements			

KEY:



Milestone

Certification Option



Your **ACADEMIC MAP** includes all of the courses required in your degree program, organized in a semester-by-semester sequence that allows you to graduate on time without losing credits, missing classes or falling out of your cohort.

#### Job Title

- Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant

#### Wage and Employment Trends

- \$33,910 Annual (2015)
- 2,457,000 Employees (2014)
- Slower than Average Projected Job Growth (2% to 4% between 2014-2024)
- 323,100 Projected Job Openings between 2014-2024

We understand that managing multiple responsibilities while attending college can make life complex for many students. So, we pledge to do our part, through individualized advising and support, to help you make collegiate choices that will lead straight to the finish line.