



## Lawson State Community College Dual Enrollment Pathways - Business

Accounting - Short Certificate				
Grade	Semester	Course ID	Course Title	Credit Hours
10th	Fall	ORI 101	Orientation	1
		CIS 146	Computer Applications	3
	Spring		Elective (ACC, BUS, CIS, or ECO)	3
11th	Fall	BUS 210	Introduction to Accounting	3
	Spring	BUS 241	Principles of Accounting	3
12th	Fall	BUS 215	Business Communication	3
	Spring	BUS 245	Accounting with Quickbooks	3
		BUS 188	Personal Development	1
<b>Total Credit Hours</b>				<b>20</b>

Management and Supervision - Short Certificate				
Grade	Semester	Course ID	Course Title	Credit Hours
10th	Fall	ORI 101	Orientation	1
		CIS 146	Computer Applications	3
	Spring	BUS 100	Introduction to Business	3
11th	Fall	BUS 210	Introduction to Accounting I	3
	Spring	BUS 241	Principles of Accounting	3
12th	Summer	BUS 263	Legal and Social Environment of Business	3
	Fall	BUS 215	Business Communication	3
	Spring	BUS 275	Principles of Management	3
<b>Total Credit Hours</b>				<b>22</b>

Office Administration - Short Certificate				
Grade	Semester	Course ID	Course Title	Credit Hours
10th	Fall	ORI 101	Orientation	1
		OAD 103	Intermediate Keyboarding	3
	Spring	OAD 125	Word Processing	3
11th	Fall	BUS 210	Introduction to Accounting	3
	Spring	BUS 241	Principles of Accounting I	3
12th	Summer	CIS 146	Computer Applications	3
	Fall	OAD 138	Records/Information management	3
	Spring	BUS 215	Business Communication	3
<b>Total Credit Hours</b>				<b>22</b>

Office Administration-Legal - Short Certificate				
Grade	Semester	Course ID	Course Title	Credit Hours
10th	Fall	ORI 101	Orientation	1
		CIS 146	Computer Applications	3
	Spring	OAD 125	Word Processing	3
11th	Fall	OAD 201	Legal Terminology	3
	Spring	BUS 263	Legal and Social Environment of Business	3
12th	Summer	BUS 215	Business Communication	3
	Fall	BUS 241*	Principles of Accounting I*	3
	Spring	PRL 101	Introduction to Paralegal Study	3
<b>Total Credit Hours</b>				<b>22</b>

\*It is recommended to take BUS 210 Introduction to Accounting prior to taking BUS 241 if student has not taken a high school accounting course.

Office Administration-Medical - Short Certificate				
Grade	Semester	Course ID	Course Title	Credit Hours
10th	Fall	ORI 101	Orientation	1
		BIO 103	Principles of Biology	4
	Spring	HIT 113	Anatomy, Physiology, and Medical Terminology	5
11th	Fall	OAD 211	Medical Terminology	3
	Spring	HIT 111 AND HIT 152	Diagnostics and Pharmacology AND Skills Development Lab	3 1
12th	Summer	CIS 146	Computer Applications	3
	Fall	OAD 125	Word Processing	3
	Spring	HIT 130 AND HIT 131	HIT Classification and Reimbursement AND Classification Skills Lab	3 1
<b>Total Credit Hours</b>				<b>27</b>

*Start Here.  
Go Anywhere.*