

GUIDED PATHWAY: BUSINESS TRAINEE I SKILLS ACHIEVEMENT AWARD

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Business Administration webpage](http://www.dcccd.edu/BusAdmin) [www.dcccd.edu/BusAdmin] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing Business Administration. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn the Business Trainee I Skills Achievement Award. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See the Brookhaven catalog for [official certificate requirements](#).

The three levels of Business Trainee are designed to work with the student's career plans and to match the wide range of skill combinations needed at various entry level positions. Courses available for the various skill levels may be selected from but are not limited the attached list of courses.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Skills Achievement Award	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	May be Exempt	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 5 SEMESTER CREDIT HOURS

SEMESTER 1 Total Hours: 5-7

CHOOSE ONE: Any **BMGT 1300** or above
Any **BUSG 1300** or above
Any **BUSI 1300** or above
Any **HRPO 1300** or above **OR**
Any **IBUS 1300** or above

CHOOSE ONE: Any 2-, 3-, or 4-credit **ITSC**, **ITSW**, **POFI**, or **POFT**; **OR**
Any **MRKG 1200** or above

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. After successfully completing the coursework above, apply for graduation for the Business Trainee I Skills Achievement Award.

PATHWAY TOTAL: 5-7 SEMESTER CREDIT HOURS