

# GUIDED PATHWAY: BUSINESS TRAINEE II 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 the Brookhaven 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 II Skills Achievement Award. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See the 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.

<b>Catalog Year</b>	2021-2022	You may use this pathway if you entered Dallas College on or before this date.
<b>Degree Type</b>	Skills Achievement Award	
<b>GPA Requirement</b>	Student must earn a GPA of 2.0 or higher	
<b><a href="#">TSI</a></b>	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: 5-8

**CHOOSE ONE:** Any **ACCT** 1300 or above  
Any **ACNT** 1300 or above **OR**  
Any **ECON** 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 II Skills Achievement Award.

**PATHWAY TOTAL: 5-8 SEMESTER CREDIT HOURS**