

2011-2012

Suggested Schedule for Administrative Office Professional 2 yr. degree

The Business Department strongly recommend that courses and prerequisites be taken in the order listed on these worksheets. Taking courses out of sequence can cause difficulty with scheduling as you near the end of your program.

First Year

FALL

	CR	Prerequisites
BT 112 Team Building Skills	3	See Program Prerequisites*
BT 120 MSWORD for Business	3	Recommend type 30 words per minute
CS 120 Concepts of Computing: Information Processing	4	See Program Prerequisites*
WR 121 Composition: Introduction to Academic Writing	4	Test in, or WR 115
Total	14	

WINTER

BA 101 Introduction to Business	4	See Program Prerequisites*
BT 123 MS EXCEL for Business	4	CS 120 and MTH 020 or higher
BT 165 Introduction to the Accounting Cycle	4	See Program Prerequisites*
MTH 065 Elementary Algebra or higher	4	Test in, or MTH 060
Total	16	

SPRING

BT 195 Professional Service and Development	2	BA 101, BT 112, BT 120, and BT 123
BA 206 Management Fundamentals	3	BA 101
BA 214 Business Communications	4	Test in or BT 108 and WR 121
BT 144 Administrative Procedures	4	Test in or BT 108, BT 112, BT 120 and WR 121. Recommend type 35 wpm.
BT 163 QuickBooks	4	BT 123 and BT 165
Total	17	

***Program Prerequisites:** Students entering the Admin Office Professional program need to place into at least WR 121 and MTH 065.

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Second Year

FALL

BA 224 Human Resource Management	3	BA 101
BT 220 MSWORD for Business – Expert	3	BT 120, recommend type 35 wpm
Directed Elective	4-7	Varies
Speech course	4	Varies
Physical Education Activity or Health Requirement (P grade allowed)	3	None
Total	17-21	

WINTER

BA 226 Business Law	4	See Program Prerequisites*
BT 228 Integrated Office Applications	4	BT 120, BT 123, BT 144, BT 220, and CS 120
BT 230 Paperless Office Practices	4	Recommend type 30 words per minute
Directed Elective	4-8	Varies
Total	16-20	

SPRING

BA 278 Leadership and Team Dynamics	4	See Program Prerequisites*
BA 280AA Co-op Ed: Administrative Assist	3	See Program Prerequisites*
Directed Elective	4-8	Varies
BT 271 Administrative Professional Practicum	4	BA 206, BA224, BT 144, and BT 228. Recommend type 45 words per minute.
Total	15-19	

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Information deemed reliable but not guaranteed. Refer to Lane Webpages for most current information. Courses may be offered other terms.

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Directed Electives

Accounting Directed Electives

	CR	Prerequisites
BT 170 Payroll Records and Accounting	4	BT 163 or BT 175
BT 171 Payroll Laws and Regulations	4	<i>See Program Prerequisites*</i>
BT 221 Budgeting for Managers	4	BT165 or BA 211
BT 223 MS EXCEL for Business – Expert	3	BT 123 or CIS 125S and MTH 060

E-Business Directed Electives

BT 150 BusinessWeb Pages	3	<i>See Program Prerequisites*</i>
BT 251 E-Business Fundamentals	3	Experience with web browsers and email.
BT 252 WebTools: Photoshop and Dreamweaver	4	<i>See Program Prerequisites*</i>
BT 253 Internet Marketing D,G	4	<i>See Program Prerequisites*</i>

Legal Office Directed Electives

BA 280L Co-op Ed: Legal Assist	3	<i>See Program Prerequisites*</i>
LA 100 Legal Procedures	4	<i>See Program Prerequisites*</i>
LA 101 Introduction to Paralegal Studies	3	LA 100
LA 102 LegalTerminology	3	LA 101
LA 105 Civil Litigation	3	LA 101 and LA 128
LA 128 Legal Procedures	4	LA 100, LA 102, and BT 108
LA 132 Ethics for the Legal Professional	3	LA 100

Medical Office Directed Electives

HIT 196 MedicalTranscription	2	HO 195
HO 100 MedicalTerminology	3	<i>See Program Prerequisites*</i>
HO 110 Medical Filing and Records Mgmt	3	<i>See Program Prerequisites*</i>
HO 112 Medical Insurance Procedures	3	HO 110. Recommended MTH 025
HO 195 MedicalTranscription 1	2	HO 100, Type 45 wpm, knowledge of MS Word

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Additional Directed Electives

BA 281 Personal Finance	4	<i>See Program Prerequisites*</i>
BA 223 Marketing	4	BA 101
BA 250 Small Business Management	4	BA 101 and BT 123
BA 280AA Cooperative Education: Admin Assist	3	<i>See Program Prerequisites*</i>
BA 280L Cooperative Education: Legal Assist	3	<i>See Program Prerequisites*</i>
BT 015 Keyboard Skillbuilding 1	3	Type 25-30 wpm
BT 016 Keyboard Skillbuilding 2	3	Type 30-35 wpm
BT 017 Keyboard Skillbuilding 3	3	Type 35+ wpm
BT 122 MS POWERPOINT for Business	3	Recommend type 30 words per minute
BT 124 MS ACCESS for Business	3	BT 123 and MTH 060 or higher

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