

## 2011-2012

### Suggested Schedule for Business Assistant One Year Certificate of Completion

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.

<b>FALL</b>	<b>CR</b>	<b>Prerequisites</b>
BT 112 Team Building Skills	3	<i>See Program Prerequisites*</i>
BT 120 MSWORD for Business	3	Recommend type 30 words per minute
CS 120 Concepts of Computing: Information Processing	4	<i>See Program Prerequisites*</i>
WR 121 Composition: Introduction to Academic Writing	4	Test in, or WR 115
Total	14	
<b>WINTER</b>		
BA 101 Introduction to Business	4	<i>See Program Prerequisites*</i>
BT 123 MS EXCEL for Business**	4	CS 120 and MTH 020 or higher
BT 165 Introduction to the Accounting Cycle**	4	<i>See Program Prerequisites*</i>
MTH 065 Elementary Algebra or higher	4	Test in, or MTH 060
Total	16	
<b>SPRING</b>		
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 163 QuickBooks	4	BT 123 and BT 165
Choice of:		
BA 218 Personal Finance	4	<i>See Program Prerequisites*</i>
BT 144 Administrative Procedures	4	Test in or BT 108, BT 112, BT 120 and WR 121. Recommend type 35 wpm.
Total	17	

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

**\*\*Must be passed with a B grade or better to use as a prerequisite.**