

Business Expected Annual Schedule 2011-2012

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

Course #	Course Title	Credits	Fall 2011	Winter 2012	Spring 2012
BA 101	Introduction to Business	4	X	X	X
BA 206	Management Fundamentals	3	X	X	X
BA 211	Financial Accounting	4	X	X	X
BA 213	Managerial Accounting	4	X	X	X
BA 214	Business Communications	4			X
BA 223	Marketing	4	X	X	X
BA 224	Human Resource Management	3	X	X	
BA 226	Business Law	4	X	X	X
BA 238	Sales	3			X
BA 242	Fundamentals of Investments	4		X	
BA 249	Retailing	4		X	X
BA 250	Small Business Management	4			X
BA 251	Supervisory Management	3	X		
BA 278	Leadership & Team Dynamics	4	X	X	X
BA 281	Personal Finance	4	X	X	X
BT 010	Computer Keyboarding	3	X	X	X
BT 015	Keyboarding Skillbuilding 1	3	X	X	X
BT 016	Keyboarding Skillbuilding 2	3	X	X	X
BT 017	Keyboarding Skillbuilding 3	3	X	X	X
BT 020	10-key Calculator	1	X	X	X
BT 030	Computer ABCs for Women in Transition	3	X	X	X
BT 108	Business Proofreading and Editing	4	X	X	X
BT 112	Team Building Skills	3	X	X	X
BT 120	MS Word for Business	3	X	X	X
BT 122	MS Powerpoint for Business	3	X		X
BT 123	MS Excel for Business	4	X	X	X
BT 124	MS Access for Business	3	X	X	X
BT 144	Administrative Procedures	4		X	X
BT 150	Business Web Pages	3			X
BT 163	QuickBooks	4	X	X	X
BT 165	Introduction to the Accounting Cycle	4	X	X	X
BT 170	Payroll Records & Accounting	4	X	X	
BT 171	Payroll Laws and Regulations	4			X
BT 195	Professional Service & Development	2	X		X
BT 220	MS Word for Business -Expert	3	X	X	
BT 221	Budgeting for Managers	4		X	
BT 223	MS Excel for Business - Expert	3	X	X	
BT 228	Integrated Office Applications	4		X	
BT 230	Paperless Office Practices using Adobe Acrobat	4		X	
BT 251	E-Business Fund OL	4		X	
BT 252	Web Tools: Photoshop & Dreamweaver	4			
BT 253	Internet Marketing	4	X		
BT 271	Administrative Professional Practicum	4			X
BT 272	Tax Concepts & Preparation	4	X		
BT 286	Professional Bookkeeping	4			X

X = Offered during the terms marked

X = Only offered during the one term marked.