

Business Technology

Diploma

BA22

Curriculum

Basic Skills	8
ENGL 1010 Fundamentals of English I (3)	3
Choose ONE course below.	2
EMPL 1000 Interpersonal Relations and Professional Development (2)	
PSYC 1010 Basic Psychology (3)	
Choose ONE course below.	3
MATH 1011 Business Math (3)	
MATH 1012 Foundations of Mathematics (3)	
Occupational Courses	18
Required Courses:	
COMP 1000 Introduction to Computer Literacy (3)	
BUSN 1400 Word Processing Applications (4)	
BUSN 1440 Document Production (4)	
BUSN 2190 Business Document Proofreading and Editing (3)	
ACCT 1100 Financial Accounting I (4)	
Specialization(s): <i>Choose ONE specialization</i>	25
Business Administrative Assistant Specialization	25
BUSN 1190 Digital Technologies in Business (2)	
BUSN 1240 Office Procedures (3)	
BUSN 1410 Spreadsheet Concepts and Applications (4)	
BUSN 1430 Desktop publishing and Presentation Applications (4)	
BUSN 2160 Electronic Mail Applications (2)	
BUSN 2210 Applied Office Procedures (3)	
BUSN 1420 Database Applications (4)	
Occupational BUSN Elective: <i>(Choose ONE course (3).)</i>	
BUSN 1100 Introduction to Keyboarding (3)	BUSN 1330 Personal Effectiveness (3)
BUSN 1180 Computer Graphics and Design (3)	BUSN 1340 Customer Service Effectiveness (3)
BUSN 1230 Legal Terminology (3)	BUSN 2170 Web Page Design (2)
BUSN 1250 Records Management (3)	BUSN 2220 Legal Administrative Procedures (3)
BUSN 1310 Introduction to Business Culture (3)	BUSN 2230 Office Management (3)
BUSN 1320 Business Interaction Skills (3)	BUSN 2240 Business Administrative Assistant Internship I (4)
	BUSN 2250 Business Administrative Assistant Internship II (6)

Medical Administrative Assistant Specialization

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- MAST 1120 Human Diseases (3)
- BUSN 2340 Healthcare Administrative Procedures (4)
- BUSN 2370 Medical Office Billing/Coding/Insurance (3)
- ALHS 1011 Structure and Function of the Human Body (5)
- ALHS 1090 Medical Terminology (2)

Business Electives: *Choose THREE courses from below. (9)*

- BUSN 1100 Introduction to Keyboarding (3)
- BUSN 1180 Computer Graphics and Design (3)
- BUSN 1230 Legal Terminology (3)
- BUSN 1250 Records Management (3)
- BUSN 1310 Introduction to Business Culture (3)
- BUSN 1320 Business Interaction Skills (3)
- BUSN 1330 Personal Effectiveness (3)
- BUSN 1340 Customer Service Effectiveness (3)
- BUSN 2170 Web Page Design (2)
- BUSN 2220 Legal Administrative Procedures (3)
- BUSN 2230 Office Management (3)
- BUSN 2240 Business Administrative Assistant Internship I (4)
- BUSN 2250 Business Administrative Assistant Internship II (6)

Total Credit Hour (minimum):

51