

**Two-Year Academic Course Schedule -  
Fall 2009 through Summer 2011**

**Program: Business**

**Program Chair: Ellen Swieter**

**Campus Phone Ext. # : 6522**

**Date Completed: 3/24/09**

Note to students: This schedule is only a guide to the minimum planned course offerings for each program so that you can plan your course of study. These courses will be offered as indicated, but they are not guaranteed to make unless minimum enrollments are met. Please check the current Aims class schedule for class times and additional offerings.

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LV	Loveland
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O	Other

**Times**

M	Morning	(7:00 am - Noon)
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				Days	Times	Days	Times	Days	Times	Days	Times	Days	Times	Days	Times
BTE	102	Keyboarding Applications I	2.00	GR/FL/L	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR
BTE	108	Ten-Key by Touch	1.00	GR FL/L	Z ARR	GR FL	Z ARR	GR FL	Z ARR	GR FL	Z ARR	GR FL	Z ARR	GR FL	Z ARR
BTE	111	Keyboarding Speedbuilding I	2.00	GR/FL/L	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR
BTE	117	Legal Terminology and Procedures	3.00	GR	E					GR	D				
BTE	125	Records Management	3.00	GR/FL/L	M					GR/FL	E				
BTE	131	Billing Systems	1.00			GR	D					GR	E		
BTE	155	Word Processing Techniques I	3.00	GR FL/L	M/E ARR	GR FL	M ARR	GR FL	E ARR	GR FL	M/E ARR	GR FL	M ARR	GR FL	E ARR
BTE	202	Office Simulation I	3.00	FL	ARR	GR FL	D ARR	FL	ARR	FL	ARR	GR FL	E ARR	FL	ARR

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BTE	204	Keyboarding Applications III	3.00	GR/FL/L	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR
BTE	211	Legal Formatting	3.00			GR	E					GR	D		
BTE	213	Intro. To Legal Office Procedures	3.00	GR	E					GR	E				
BTE	225	Administrative Office Management	3.00	GR/FL/L	A					GR/FL	E				
BTE	229	Legal Transcription	3.00							GR	E				
BTE	238	Legal Office Procedures	3.00			GR	D					GR	E		
BTE	255	Word Processing Techniques II	3.00	GR FL/L	A ARR	GR FL	M ARR	GR FL	E ARR	GR FL	A ARR	GR FL	M ARR	GR FL	E ARR
BTE	257	Managing Office Technology	3.00	FL/L	ARR	GR FL	D ARR	FL	ARR	FL	ARR	GR FL	E ARR	FL	ARR

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BTE	275	Special Topics	1-6												
BTE	275	Computer Workstation Ergonomics	1.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR
BTE	275	Computer Workstation Ergonomics	1.00	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR
BTE	275	Research Tools for Business Professionals	1.00	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR
BTE	275	Proofreading Techniques	2.00	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR
BTE	275	Business Word Usage	2.00	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR	GR/FL/L	ARR
BTE	275	MS Cert Prep/Word Core	2.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR

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BTE	275	MS Cert Prep/Word Expert	3.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR
BTE	275	MS Cert Prep/Power point	1.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR
BTE	275	MS Cert Prep/Excel Core	1.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR
BTE	275	MS Cert Prep/Access Core	2.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR
BTE	275	Manual Bokkeeping Application	2.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR
BTE	275	Computerized Bookkeeping Applic	1.00	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR	GR	ARR

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BTE	275	Introduction to Microsoft Word	2.00	FL/L	ARR	FL	ARR	FL	ARR	FL	ARR	FL	ARR	FL	ARR
BUS	111	Introduction to Business Presentation Software I	3.00			GR/FL	E							GR/FL	D
BUS	112	Introduction to Business Presentation Software II	3.00			GR/FL	E							GR/FL	D
BUS	115	Introduction to Business	3.00	GR	M/A/E	GR	ME	GR/FL/L	M	GR	M/A/E A/E	GR	ME M	GR/FL/L	E
BUS	216	Legal Environment of Business	3.00	GR	M/A/E	GR	ME	GR/FL/L	M	GR	M/A/E M	GR	ME A/W	GR/FL/L	E
BUS	217	Business Communication & Report Writing	3.00	GR	M/E	GR	M/E	GR/FL/L	E	GR	M/E	GR	M/E M	GR/FL/L	M OR W
BUS	226	Business Statistics	3.00	See MAT 135 Course Offerings											
BUS	281	Internship	2.00	GR/FL/L	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR	GR/FL	ARR

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BUS	285	Independent Study	1-6												
MAT	112	Financial Mathematics	3.00	GR FL	D/E ARR	GR/FL/L	D	GR FL	E ARR	GR FL	D/E ARR	GR/FL	E	GR FL	D ARR
MOT	110	Medical Office Administration	4.00	GR FL	M/E ARR	FL	ARR	FL	ARR	GR FL	E ARR	FL	ARR	FL	ARR
MOT	120	Medical Office Financial Management	3.00	GR FL	E ARR	GR FL	M ARR	FL	ARR	FL	ARR	GR FL	E ARR	FL	ARR
MOT	130	Insurance Billing and Coding	3.00			GR/FL/L	E					GR/FL	D		
MOT	132	Medical Transcription I	4.00	FL	ARR	GR FL	M ARR	FL	ARR	FL	ARR	GR FL	E ARR	FL	ARR